

SALHN Outpatient Candidate Admin Pool

FAQs

These frequently asked questions provide information about the
SALHN Outpatient Admin Candidate Pool.

Southern Adelaide Local Health Network Candidate Pool FAQs

Southern Adelaide Local Health Network is now accepting applications for the Outpatients Support Services Administration Candidate Pool - ASO2. Applications are welcome for permanent or temporary employment working full time and part time hours.

How do I apply to the Candidate Pool?

A Candidate Pool is a way to collect expressions of interest in employment. Applicants are not applying for a specific job but to be in a pool of candidates that can be drawn on as vacancies occur. Outpatients Support Services has a large administration team and regularly has opportunities, so we are keen to receive your application. Please visit <http://www.sahealthcareers.com.au/> and complete the on-line application form.

Job Ref 793064

Applicants are also welcome to apply for specific vacancies any time in the future, using the online application system. Current vacancies can be found at: <http://www.sahealthcareers.com.au/> or iworkfor.sa.gov.au

How do I apply for the Candidate Pool?

Complete the online application form and upload your resume (including contact details of at least two referees including email and telephone details), cover letter and other requested documents (see next point) within the on-line application form.

You will be responsible for all aspects of pre-employment checks and must include evidence of your:

- COVID vaccination,
- NPC Vulnerable Police Clearance and
- Visa/passport details if you are not a permanent Australian citizen.

You must complete all questions and supply all requested documents for the application to be lodged.

If you are unable to complete the application in one sitting, you can save your progress and then return when you are able to finish completion of the application.

What classification and roles will I be considered for?

Positions will be offered as ASO2 Administrative Officer. Permanent or temporary employment working full time and part time hours will be offered through the candidate pool.

How long will SALHN Candidate Pool hold my application?

Applications will be accepted on a continuing basis for a period of 12 months.

You may withdraw your application at any time should you no longer wish to be considered for a position.



Does SALHN support visa sponsorship?

Yes, however in accordance with the Immigration Department requirements, priority will always be given to applicants who are either Australian Citizens or Australian Residents in the first instance. Visa holders continue to have a right to apply, however their consideration is secondary to local applicants (Australian Citizens or Residents).

How will applicants be assessed?

Applications will be assessed against selection criteria set out in the Role Description. You may be contacted to discuss your application, skills, interests and availability. Referees may also be contacted; please ensure you maintain up-to-date referee contact details and have permission from your referees for SALHN to contact them. You will be notified should your application be deemed not suitable.

Once accepted into the Pool you will only hear from a manager if there is a current vacancy that meets your preferences. There is NO guarantee of employment.

How will I receive further communication?

Communication will be via email. When you apply, you will be asked for an email address that will be used to correspond with you regarding your application. Please also ensure you check your junk emails.

What do I do if my details change?

If your email or contact details change, please update them by visiting www.health.sa.gov.au/careers Log in using your profile, select Edit Profile, click on Personal Details, update your details and then save. This is a live system, so you can update personal details at any time.

What happens if I'm successful in gaining employment?

You will be employed in accordance with the SA Public Sector Enterprise Agreement: Salaried 2021.

Southern Adelaide Local Health Network – What are we?

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 8,000 skilled staff provide high quality patient care, education, research and health promoting services.

Outpatient services are planned procedures, consultations or tests carried out by doctors, specialist nurses or allied health professionals but that do not require an overnight stay.

Outpatient Support Services has clinics at:

- Flinders Medical Centre
- Noarlunga Hospital
- Marion GP Plus and
- Noarlunga GP Plus Super Clinic

Who do I contact if I require further information?

For further information please contact Michelle Sierat, on telephone number (08) 8204 6684 or via email at michelle.sierat@sa.gov.au

Please include Candidate Pool: Question in the subject heading of your email.