

Eastern Health 

# How to Find a Job at Eastern Health



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# Acknowledgement

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Eastern Health acknowledges the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which its services operate, and pay respect to their Elders past, present and emerging. We also pay respect to the cultural authority of all Aboriginal and Torres Strait Islander peoples from other areas of Australia who reside in our region. Eastern Health acknowledges the colonisation of country and the continuing impact on all Aboriginal and Torres Strait Islander peoples.



## Recognition statement

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Eastern Health is committed to achieving equality in health status between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians.

Eastern Health strives to be an inclusive healthcare service.



# Job Application Pack

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The Job Application Pack for Aboriginal Candidates has been developed to support all Aboriginal and Torres Strait Islander peoples apply for vacancies at Eastern Health.

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding any Eastern Health position or support to complete an application, please contact the Recruitment Manager listed on the position advertisement or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)

# How To Find A Job

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At Eastern Health we are committed to becoming an employer of choice for Aboriginal and Torres Strait Islander peoples.

Built on a foundation of self-determination, our new Aboriginal Workforce Plan 2023-2026 will support our Aboriginal and Torres Strait Islander staff to:

- Be empowered to earn, develop and grow
- Have access to diverse, flexible career pathways
- Practice their cultural identity without fear of discrimination or bias
- Feel a strong sense of belonging and Cultural Safety
- Have the flexibility to manage work, life and community needs.

Eastern Health has a wide of identified and non-identified positions available in both clinical and non-clinical settings.

To find a job on Eastern Health's website, go to:

<https://eh.mercury.com.au/>

All Eastern Health vacancies are listed on this webpage.



**Positions that are open to Aboriginal and/or Torres Strait Islander peoples only are also listed on our Aboriginal Careers webpage at <https://www.easternhealth.org.au/services/aboriginal-health>**

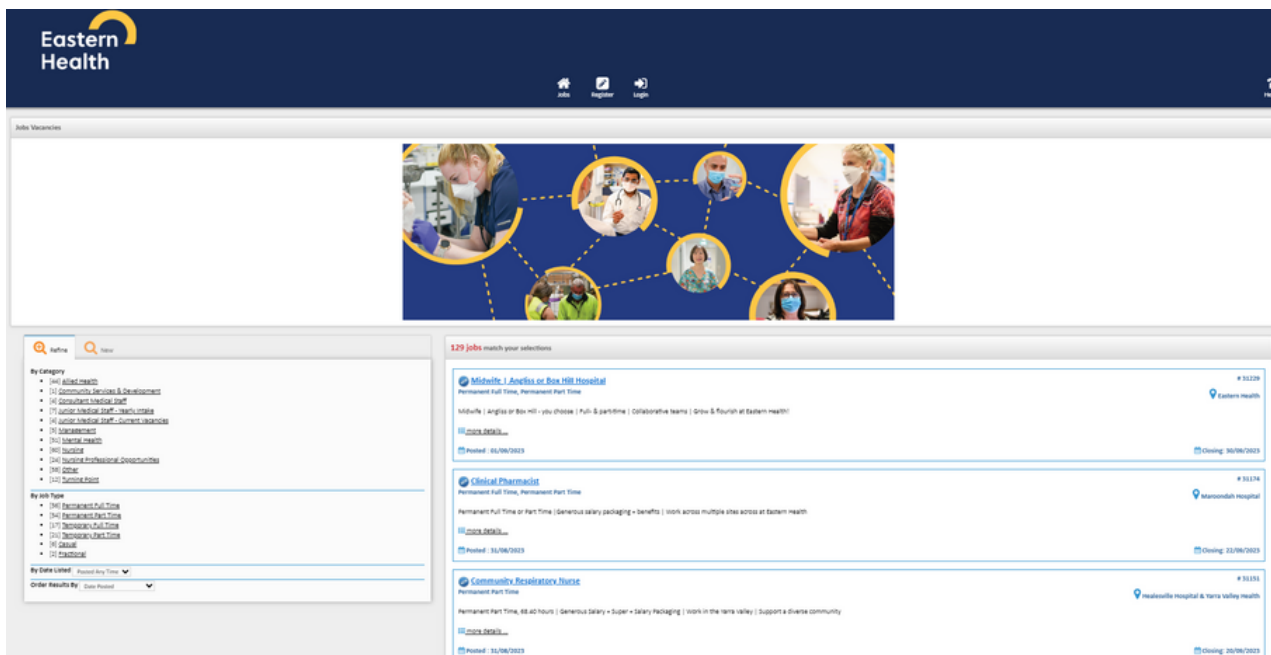
**Contact Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au) for support to find the right job for you.**

# How To Find A Job

To find a job on Eastern Health's website, go to:

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# How to Find a Job

<https://eh.mercury.com.au/>

You can search for a particular job if you know the job reference number, or you know the job title. Click 'New' on the search box.

From there, you can search for:

- a specific job
- a job in a particular category (e.g. Nursing)
- a particular employment type (e.g. Full-Time, Part-Time, Casual)

The screenshot shows the Eastern Health Careers search page. At the top, there are two tabs: 'Refine' and 'New'. Below the tabs is a search bar with the placeholder text 'Enter reference number, job title or keywords'. To the left of the search bar are three dropdown menus: 'All Categories', 'Any Employment Type', and 'All Vacancies'. At the bottom of the search area are two buttons: 'Browse All' and 'Search'. Several yellow callout boxes with arrows point to specific elements: one points to the 'New' tab, another to the search bar, a third to the 'All Categories' dropdown, a fourth to the 'Any Employment Type' dropdown, a fifth to the 'All Vacancies' dropdown, and a sixth to the 'Search' button.

Eastern Health's Careers webpage has a search function, so if you're looking for a specific role, click on 'New'. You will find this on the left hand side of the webpage.

If you are looking for a job in a particular field, click on 'All Categories'.

Click on 'Any Employment Type' if you are looking for a full-time, part-time, temporary or casual role.

Click on 'All Vacancies' to search for Internal or External roles. If you don't work at Eastern Health, select 'External Only'.

In the 'Enter reference number, job title or keywords' type in the type of job you are looking for. For example "Nurse", "Administration". If you know what job you are applying for, and know the Reference number, enter that here.

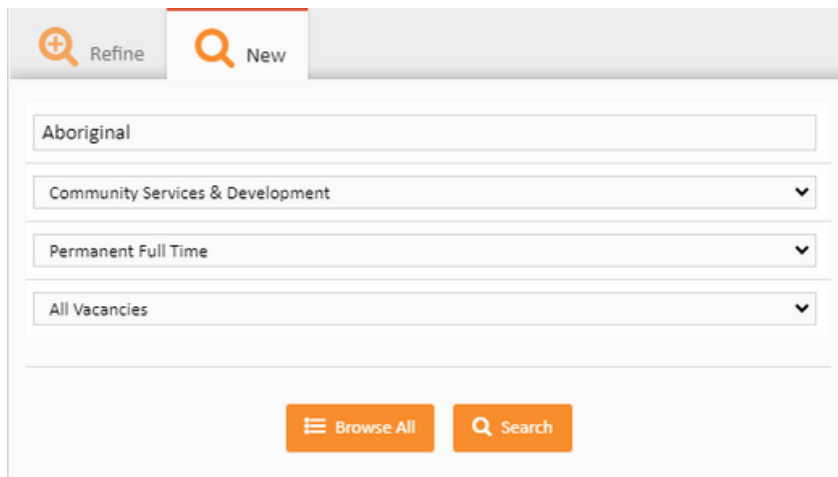
Once you have made your selection, click on the Search button.



If you want help searching for a job, contact [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)

# How to Find a Job

For Example:

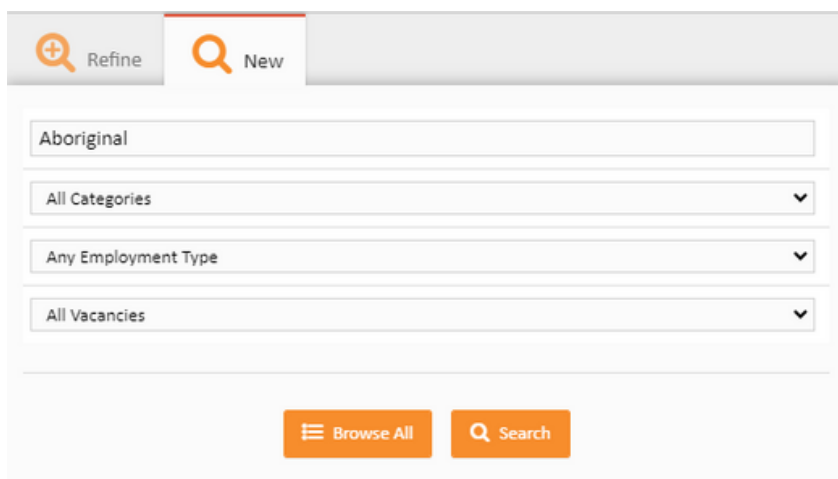


A screenshot of a job search interface. At the top, there are two tabs: 'Refine' (with a magnifying glass icon) and 'New' (with a magnifying glass icon). Below the tabs, there are four filter fields: 'Aboriginal', 'Community Services & Development' (with a dropdown arrow), 'Permanent Full Time' (with a dropdown arrow), and 'All Vacancies' (with a dropdown arrow). At the bottom, there are two buttons: 'Browse All' (with a list icon) and 'Search' (with a magnifying glass icon).

You may find that entering criteria in each field will limit the number of opportunities you search returns.

Try entering your search criteria in 1 or 2 fields only.

For example:



A screenshot of a job search interface, similar to the one above but with different filter selections. The 'Refine' tab is active. The filter fields are: 'Aboriginal', 'All Categories' (with a dropdown arrow), 'Any Employment Type' (with a dropdown arrow), and 'All Vacancies' (with a dropdown arrow). At the bottom, there are two buttons: 'Browse All' (with a list icon) and 'Search' (with a magnifying glass icon).

# How to Find a Job

When you have entered your search criteria, click on



This will return all jobs that match the criteria you have entered.

1 jobs match your selections

## Aboriginal and Torres Strait Islander Cadet Program

Temporary Part Time

# 31252

Peter James Centre

Cadetships | Exposure to Public Health | Get paid to work while you learn

[more details](#)

Posted : 06/09/2023

Closing: 06/10/2023

Click on the position title.

This will direct you to the position advertisement.

View Position

### Position Details

Reference Number	31252
Position Title	Aboriginal and Torres Strait Islander Cadet Program
Employment Type	Temporary Part Time
Location	Peter James Centre

Applications from Recruitment agencies will not be accepted  
The successful applicant to this position will be required to undergo a pre-employment Police Check.

### Position Summary

#### Expression of Interest for Aboriginal and Torres Strait Islander Cadetships

- Work in a friendly and dynamic environment
- Exposure to Public Health
- Get paid to work while you learn

#### Eastern Health

Eastern Health is one of Melbourne's largest public health services. We provide a range of emergency, surgical, medical and general healthcare services, including maternity, palliative care, mental health, drug and alcohol, residential care, community health and state-wide specialist services to people and communities that are diverse in culture, age, socio-economic status, population and healthcare needs.

#### Aboriginal and Torres Strait Islander Cadetships

Eastern Health is offering positions within our Aboriginal and Torres Strait Islander Cadetship Program in 2023, supported by the Department of Health. The cadetship program is open to Nursing, Midwifery and Allied Health students who identify as Aboriginal and/or Torres Strait Islander's and who are enrolled in a course of study that will lead to a certified qualification.

#### About the role

- Work under the supervision of a health practitioner relevant to your discipline
- 40 shifts across the year
- Hospital setting
- Assist patients with daily living activities, provide wellbeing support, help maintain a safe and clean environment, support clinical procedures

Scroll down to the bottom of this page for a link to the Position Description.

When you have found the position you want to apply for, you are ready to develop your application.

Refer to the following guides in the Job Application Pack:

- Writing Your Resume
- Writing Your Cover Letter
- Addressing the Key Selection Criteria

When you have developed your application, refer to the Submitting Your Application guide in the Job Application Pack.

Published by Employee Experience, People and Culture Directorate  
Contact: [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)