

Guide to Preparing your Application



CASUAL SUPPORT WORKERS DISABILITY & AGED CARE SERVICES LOCKHART

Position: Casual Support Workers – Community Living and Aged Care Services - Lockhart

Closing date: Friday, 9 October 2020 at 5:00 pm

Your application should include the following items:

Cover Letter: Please include a **cover letter** stating your claim to the position. This letter should not be more than one page in length.

All applicants must include a statement addressing the Selection Criteria with their application.

Job **selection criteria** is the first document a selection panel reads to assess your suitability for the job. If you do not respond to the **selection criteria** in your application, you possibly will not get interviewed — no matter how qualified or experienced you are.

The Selection Criteria are standards that job applicants need to meet. These include qualifications, knowledge, skills, abilities and experience.

Application for Employment Form: Please download and complete the Application for Employment Form and include this with your application.

Resume/CV: Please include a current Resume or CV with your application.

Other Supporting Information: You may wish to attach copies of other information to assist your application. Please do not send originals or folders.

Referees: Please supply the names and contact telephone and email details of **two current employment related referees** who may be asked to verify the information provided in your application and interview. Please ensure you include daytime phone and email contact details.

Further Information:

If you would like more information, please phone the Coordinators, Jennifer Brown (Aged Care) on 0439 402 667 or email jenniferbrown@valmar.com.au and/or Megan McKenzie (Disability Services) on 0408 990 236 or email meganmckenzie@valmar.com.au

Guide to Preparing your Application

SELECTION CRITERIA

1. Holds, or is working towards, a minimum Certificate III in a related field.
2. Ability to work independently with only general supervision by a Coordinator.
3. Ability to provide domestic support, personal care and social support to clients with complex needs.
4. Capacity for managing physical aspects of working with clients with high level support needs, including lifting and transferring clients.
5. Ability to make decisions independently.
6. Sound oral communication and interpersonal skills.
7. Sound administrative skills for record keeping and reporting.
8. Holds a current Australian Drivers Licence.
9. Ability to pass a Criminal Record Check

Submitting your Application:

Applications may be forwarded in hard copy or electronically via email.

Electronic Applications - to be in either Word or PDF format. Please include "Confidential – Casual Support Worker – Lockhart" within the email subject.

Email your application to: louiseclark@valmar.com.au

Mail your Hard Copy Application to:

Louise Clark
Coordinator - Human Resources
Valmar Support Services Ltd
63-65 Russell Street
TUMUT NSW 2720

Note: Late applications will not be accepted.

Selection Process:

- **Interviews**

Applicants selected for an interview will normally be contacted within a fortnight of the closing date for applications.

- **Scoring System**

Valmar Support Services uses an application and interview scoring system. In the selection process the following factors will be taken in to consideration

- The presentation and content of your written application
- Relevant experience and qualifications
- Your work record of achievement in positions with similar criteria
- Your referees' reports
- An understanding of working with people with a Disability and/or in Aged Care
- Qualities that indicate suitability to the position
- Personal presentation at the interview

- **Probationary Period**

Guide to Preparing your Application

A six (6) month probationary period applies.

- **Criminal Record Check:**
Ongoing employment with the service will depend upon the results of a successful Criminal Record Check.

Conditions of Employment

| | |
|------------------------|--|
| Position Title: | Casual Support Worker – Community Living Services Aged Care Services |
| Grading: | Casual - Supervised 3 to Independent 4. Dependent on skills and qualifications held |
| Salary: | \$29.74 ph to \$35.99 ph |
| Allowances: | As per the National Employment Standards and the Valmar Support Services Ltd Enterprise Agreement 2016 |
| Agreement: | Valmar Support Services Ltd Enterprise Agreement 2016 |
| Hours of Work: | As Rostered |
| Location: | Lockhart and District |