

Guide to Preparing your Application



CASUAL HOME CARE SUPPORT WORKERS - AGED CARE SERVICES GUNDAGAI & SURROUNDING AREAS

Position: Casual Home Care Support Workers –Gundagai & Surrounding Areas.

Closing date: Sunday, 10 November 2024 at 5:00 pm

Your application should include the following items:

<p><u>Further Information</u></p> <p>For further information on this position, please contact Michelle Duck, Coordinator - Human Resource, on 0417 118 033 or email michelleduck@valmar.com.au</p>
<p><u>Cover Letter</u></p> <p>Please include a cover letter stating your claim to the position. This letter should not be more than one page in length.</p>
<p><u>Selection Criteria</u></p> <p>All applicants <u>must include</u> a statement addressing the Selection Criteria with their application noted on page 2 of this Application Guide.</p> <p>Position 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.</p>
<p><u>Application for Employment Form</u></p> <p>Download and complete the Application for Employment form from Valmar’s Website https://www.valmar.com.au/careers/</p>
<p><u>Resume/CV</u></p> <p>Please include a current Resume or CV with your application.</p>
<p><u>Other Supporting Information</u></p> <p>You may wish to attach copies of other information to assist your application. Please do not send originals or folders.</p>
<p><u>Referees</u></p> <p>Include the names and contact telephone numbers of 2 (two) current employment related referees who may be asked to verify the information provided in your application after interview. Must be professional references.</p>
<p><u>Contact Details</u></p> <p>Please ensure you include business hours phone contact details.</p>

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SELECTION CRITERIA

1. Holds, or is working towards, a minimum Certificate III in Community Services, Aged Care, Individual Support or Home and Community Care.
2. Ability to work independently with only general supervision by a Coordinator.
3. Ability to provide domestic support, personal care, respite, transport 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. Possess sound administrative skills for record keeping and reporting, with the ability to learn and confidentially use computer and mobile phone based systems. A functional mobile device is a requirement to receive rosters and work notifications.
8. Holds a current Australian Drivers Licence.
9. Ability to pass a Criminal Record Check

Further Information:

For further information on this position, please contact Fiona Scott, Senior Coordinator – Aged Care on 02 69479784 or email fionascott@valmar.com.au

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 Home Care Support Workers – Gundagai & Districts” within the email subject.

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

Mail your Hard Copy Application to:

Michelle Duck
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.

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- **Scoring System**

Valmar Support Services uses an application and interview scoring system. In the selection process the following factors will be taken into 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
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- **Probationary Period**

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 – Aged Care Services
Grading:	Casual – Supervised 3 – EA S3C
Salary:	Currently \$37.26 per hour
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
Locations:	Gundagai, & Surrounding Areas