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## EMPLOYMENT APPLICATION PACKAGE

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09/12/11

Dear Intending Applicant,

### **RE: YOUTH & FAMILY SUPPORT WORKER POSITION**

Thank you for your interest in this position. The employment application package provides you with information about the role, salary and employment conditions.

#### **Salary and Conditions**

This position is classified as Level 3/4 under the Social, Community, Home Care & Disability Services Award, dependent on qualifications and experience. Please note Anglicare NT currently pays \$41,373 to \$48,150 per annum (hourly rate of \$20.8661 to \$24.2840) which is above the Award rate and provides one additional week's annual leave (5 weeks in total). This higher rate may be offset by future increases (post July 2011) awarded under the national Pay Equity case presently under consideration. In addition, we provide 9% superannuation, leave loading on annual leave and a generous salary package option. The successful applicant will have access to specialist training and professional development opportunities.

Please be advised that this limited tenure contract (12 months) position is available immediately.

#### **Operational Base**

Anglicare NT Headquarters in Ludmilla and the Palmerston Regional office with regular local travel.

#### **Position Profile**

Please find enclosed a position description, which includes information on the nature of job tasks, person specification and selection criteria.

#### **Curriculum Vitae/Resume**

A comprehensive CV/resume, which includes relevant personal details, work history (paid and voluntary), qualifications, training and professional development activities undertaken, skills and areas of interest in terms of career development must be included in your application. Supporting evidence is required regarding qualifications and certificates completed/part completed.

#### **Referees and References**

The names and current contact details for three work related referees must be included. Referees should be people who can provide information, comment on your recent and relevant work experience and validate claims you have made in your written application or may make at an interview. Referees must be prepared to provide a written response to set questions where this option is selected.

#### **Supporting Documents/ Attachments to your Application**

Only photocopies of supporting documents should be enclosed with your application to avoid loss or damage to originals. We may request to sight original documents at an interview so please have these documents accessible if you are short listed.

#### **Head Office**

Street Address: 5 Namarluk Drive Ludmilla, Postal Address 36506 Winnellie NT 0821  
PH: 08-89850000 FAX: 08-89850001

*member of the Anglicare Australia network*

**Contact Number**

A convenient telephone number and/or email address must be provided so that you can be contacted at short notice if you are to be invited to attend an interview or if there are any queries regarding your application.

**Written Applications**

Please staple together all information so that it can be easily photocopied for selection panel members; note you do not need to enclose/bind your application in a folder.

Applications are to be addressed as follows:

Sudarshana Fernando  
Anglicare NT,  
PO Box 36506 Winnellie 0821

or email to [sfernando@anglicare-nt.org.au](mailto:sfernando@anglicare-nt.org.au)

The closing date is end of business December 21<sup>st</sup> 2011.

**Further Information**

If you require further information regarding the position contact: Michelle Parker on 08-8985 0000 or 0407 999 873, or email: [mparker@anglicare-nt.org.au](mailto:mparker@anglicare-nt.org.au)

Thank you for your interest in the position and we look forward to hearing from you.

Yours Sincerely



Ann Buxton  
Executive Manager (2IC)