

EMPLOYMENT APPLICATION PACKAGE

30th April 2015

Dear Intending Applicant,

RE: Home Support Worker

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 2 under the Social, Community, Home Care & Disability Services Award, dependent on qualifications and experience and provides one additional week's annual leave (5 weeks in total). In addition, we provide 9.25% 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 we offer a Casual contract and position is available immediately.

Operational Base

The position is based in Wanguri

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.

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 respond to the Essential Criteria from 6.2 and 6.3 of the Position Description. 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:

Sandra Alley

Senior HR Advisor

Anglicare NT,

PO Box 36506 Winnellie 0821 or email to salley@anglicare-nt.org.au

The closing date is end of business 22 May 2015

Further Information

If you require further information regarding the position contact: Community Services Manager- Virginia Louey on 08 8928 1442 or via email on email vlouey@anglicare-nt.org.au

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

Yours Sincerely

Terry Cleary

Executive Manager

Community Care and Access