

Application for Employment Guidelines

Introduction

Thank you for your interest in the advertised position with Accessible Living Options (ALO). To assist you to complete the applications forms and provide you with information about the application process, we have developed an Information Package.

Information Package

The package contains all the information you should require about ALO and the position:

- Application for Employment Form
- The Essential and Desirable Selection Criteria for the position
- Position Description
- ALO Organisation chart

For further information go to www.alo.org.au or our Facebook page <https://www.facebook.com/accessiblelivingoptions/>

Information about Accessible Living Options

Passionate about Ability.

History

Accessible Living Options was formed in July 2014 as the result of the merger of two Bathurst services – Evans Community Options (ECO) and Bathurst Independent Living Skills (BILS). ECO was formed in 1995 and provided a range of services to enable people to remain living in their homes. BILS was formed in 1993 and provided Day Programs to people with disabilities.

ALO's story

ALO is a non-government, not-for-profit, non-religious community care provider supporting individuals and communities within the Central West.

Our Vision: Enhancing individual choices

Our Purpose: We will realise this vision by:

- Working with people who may require support or assistance to live in the community as independently as they choose
- Providing flexible, high quality innovations in response to people's individual goals and aspirations
- Working in partnership with other organisations in order to plan and develop a broad range of options

- Operating across the Blue Mountains and the western areas of NSW, in response to identified community needs

As an organisation passionate about supporting individuals to live the lives they desire, **our core values**, are what's important to us:

Professional, transparent and ethical conduct

- Applying principles of access and equity to all activities
- Valuing the uniqueness of each individual
- Treating all people with dignity and respect
- Being flexible, innovative and responsive
- Recognising and valuing our team
- Using resources in an environmentally sustainable way

We work, and live, within the central west and specialise in developing local solutions to local problems. We know this community intricately, and pride ourselves on our connection to the people and communities who live here.

Our commitment

ALO is committed to undertaking programs and activities that have a direct impact on the lives of people who are ageing, people with dementia, people with a disability, people with a mental illness, and their carer's. This includes commitment to the development and delivery of high quality community care, contribution to planning and development activities, community development initiatives and broader sector research, leadership and mentoring.

We aim to maintain community connectedness, and ensure the voice of participants is at the forefront in program design, delivery and sector development initiatives.

Our objectives are:

- To respect the human rights of individuals and work with those who may require support or assistance to live in the community as independently as they choose.

These individuals include:

- people with disabilities
- older people who are frail
- carers of people with disabilities or older people who are frail.
- To provide a range of flexible services and supports designed to meet people's needs in ways that respond to their individual goals and aspirations;
- To operate across the Blue Mountains, and Western areas of NSW, in response to identified need;
- To employ, train and support staff with appropriate qualifications and experience in all areas of the organisation and to utilise the services of volunteers in meaningful ways;

- To ensure that the governance of the organisation is overseen by a skilled Board of Management which includes representation from the community and representation from people using the organisation's services; and
- To work in partnership with other organisations in order to plan and deliver a broad range of services and supports designed to respond to identified community needs.
- To engage in activities and to provide services which promote and advance the foregoing objectives.

Our Services

We provides a range of services that aim to create meaningful opportunities and solutions that maximise people's independence, dignity and wellbeing.

Our approach is creative, flexible and focussed on the individual. Our models of care utilises a mixture of flexible brokerage and/or service provision by our skilled and enthusiastic Support Staff meaning our role is to bring whatever people need and want 'around them' in order to meet their holistic needs. Our model recognises we can't be everything for everyone, but what we aim to do for the people we support, is facilitate anything for anyone.

Our models of care

We pride ourselves on being creative, proactive and innovative. We think outside the square and always work to ensure the needs and preferences of the people we work for are at the centre of what we do.

Our models are based on partnership and collaboration. We recognise that we can't be everything to everyone, but what we try to do, is facilitate anything for anyone who accesses our organisation for support. Our models which include brokerage ensure the right people with the right skills provide the right care.

We specialise in creating tailored solutions to meet individual needs.

Work Health and Safety

We are committed to maintaining the highest standard of work health and safety for all employees and volunteers.

Every employee and volunteer has a legal obligation under the *Work Health and Safety Act 2011 (WHS Act 2011)* and the *Work Health and Safety Regulation 2011* to co-operate with ALO with the procedures that are in place to ensure their health and safety.

Equal Employment Opportunity

We are committed to ensuring that our workplace and policies and procedures are fair and free from discrimination and harassment, where all workers are valued and respected and have equal access to work and training opportunities based on merit.

Criminal Record Check/ Working with Children Check

We requires new staff complete a Pre-Employment Criminal Record check and where required obtain their own Working with Children Check and Drivers Record.

Data Protection

Personal data obtained from applicants during the recruitment process will be held securely by ALO. Information provided will be used solely for the purposes of selection for the

position advertised, unless express permission for additional use is sought from the applicant (i.e. the applicant may be considered for another position). Other than the successful applicant, no personal data provided in the course of the application will be retained beyond four months from the date the applicants are informed of the outcome of their application.

Quality Management / Quality Improvement

We are committed to ensuring all its services are continually improving and meeting participant's requirements and expectations, external standards and legislated requirements. ALO utilizes best practice, benchmarking, internal audit, customer feedback mechanisms and external accreditation programmes to review and improve service delivery and outcomes. Each employee is expected and encouraged to participate in quality improvement activities and to review their own work practices regularly.

Smoke Free Workplaces

We are moving toward becoming a totally smoke free workplace. Applicants need to be aware that the position they are applying for may be or may soon become a totally smoke free. Apart from award based work breaks (morning tea, lunch etc.) absences from the workplace for smoking breaks will not be permitted.

If you are interested in applying

To ensure you have the best possible chance of being selected for an interview, it is vital that you address all of the Selection Criteria and describe how your skills, knowledge, experience and qualifications relate to the position.

If you require any further details please phone Kim Thompson on 6338 2305 or email kim@alo.org.au.

The Position Description:

Read the Position Description to see if your skills are suitable for the position.

Writing your application

When applying for a position you must submit the Application for employment.

Provide a resume, which outlines your skills and experience, which qualify you for the position.

Your resume should include:

- Background of your employment
- Education details i.e. school, university, TAFE courses that you have completed or working on
- Details of voluntary work or community activities
- Computer and technical skills

Addressing the Criteria

It is very important that you address all of the Essential and Desirable Selection Criteria, demonstrating how you meet the Selection Criteria. Please provide evidence with specific examples from your previous experience.

Referees

Provide the names and contact numbers of three people who are able to discuss your suitability for this position. Your most *recent employer* should be one of your referees.

Comments as to your demonstrated ability or potential to fulfil the selection / essential criteria will be sought from your nominated referees. It is important that you nominate referees who are able to discuss your suitability in relation to the selection / essential criteria.

Make sure you let the people nominated know about the position you are applying for and ensure they agree to be a referee for you. Consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection committee.

Written referee reports are not required.

Submitting your application

Your application should be received before the closing date.

The quality of your application and supporting information will determine whether you gain an interview.

What happens next?

After the closing date for the applications, ALO will convene a selection panel. The selection panel will read all the applications and cull according to how you meet the Selection Criteria. If there are a number of applications for the position the panel will interview those applicants which meet the criteria based on merit.

At the interviews

Remember the interview panel understand how stressful an interview can be.

At times ALO will hold a 'group interview' followed by individual interviews, a simple computer skills test will also be conducted.

You will have a chance to ask questions about the position and provide information that you think may help your application.

After the interviews

If you are successful you will be offered the position by telephone and you will be sent a letter offering you the position. On commencement you will meet with the Manager you will report to, to complete further paperwork which will include:

- A Police check form - will need to provide one hundred points of Identification
- A Statutory Declaration
- A Code of Behaviour/Confidentiality
- Provide copies of any qualifications including the transcripts
- A Position Description
- If applicable provide a copy of
 - Car registration
 - Car insurance
 - Drivers record

- First Aid Certificate
- Provide a copy of your Working With Children's Check number
- Sign a copy of your Letter of Offer

If you are unsuccessful, you will receive a letter to inform you of this. You may contact ALO to gain feedback regarding why you were unsuccessful.

**We hope that this package has assisted you.
We look forward to receiving your application.**