

COOMA CHALLENGE LIMITED – APPLICATION FOR EMPLOYMENT

Thank you for your interest in applying for a position at Cooma Challenge Limited (CCL).

We seek individuals who have passion and energy for working within the community particularly with people with a disability and older Australians.

To be successful in this role you will need:

- Enthusiasm, initiative and a positive “can do” approach
- A commitment to promoting the rights of all people to dignity, respect and social and community inclusion
- Patience and flexibility
- Good communication skills
- Certificate III in Aged Care or Disability or similar (or a willingness to undertake) or relevant experience in this field are desirable
- A current satisfactory NDIS Worker Check**
- A current satisfactory National Police Check** (*this will occur during induction*)
- A current First Aid Certificate**
- A current satisfactory Working With Children Check (*applicable only if working with children*)
- Evidence of completion of NDIS Worker Orientation training
- A willingness to receive the influenza vaccine as and when mandated by the Department of Health
- A current Driver’s Licence
- A Smart Phone / Device

Most positions at CCL are casual and support hours generally vary from week to week depending on the needs of our clients. Duties may also vary from shift to shift. CCL is service user-driven and staff rosters are arranged with the clients’ needs as the primary consideration. Staff members require flexibility to deal with week-to-week changes and hours cannot be guaranteed. CCL staff members are paid on an hourly basis under the Social, Community, Home Care And Disability Services (SCHCADS) Industry Award.

Our Coordination team will assess your application and may request an interview to further discuss your background and suitability for a position. If there are no current vacancies, your application may be kept on file at CCL’s discretion for consideration for future vacancies.

Submit your completed Application for Employment (this form), current resume and all relevant documentation to the CEO, Cooma Challenge Limited, 4 Vagg St, Cooma. Applications may be delivered in person, mailed to PO Box 126, Cooma NSW 2630 or emailed to admin@coomachallenge.org.au.

Issue Number: 2 Revision: 4	Document Number: F-Z-005	Document Issued by: CEO
Issue Date: 7Jan15;1May19;4Feb21	Page 1	Document Approved by: CEO
Review Date: 7 May 2021	Cooma Challenge Limited	

✓ Self-check list – have you:

- Completed the Application for Employment form in full?
- Attached your resume?
- Supplied details of two recent professional referees (ie not family or friends)?
- Supplied your NDIS Worker Check number?
- Attached any additional documentation such as certificates (including First Aid) or references to support your application?

CCL may have vacancies for any of the following positions (for general job descriptions see below). Please tick all positions that you would be interested in applying for. *Please only apply for positions that you are qualified for and genuinely interested in.*

- Support Worker – Aged Care
- Support Worker – Adults with a Disability
- Support Worker – Children and Young People with a Disability

From time to time, the following positions may also be vacant:

- Service Coordinator
- Administration Officer

Support Workers assist people with everyday tasks in their home and the community, enabling them to maintain their independence and wellbeing and to lead full, engaged lives. There are four areas of support: Social Support, Personal Care, Domestic Assistance and Respite Care. For more details including necessary qualifications please refer to our website www.coomachallenge.org.au.

Service Coordinators manage the day to day administrative tasks involved with each program run by CCL, including rostering, invoicing, enquiries, conducting initial client assessments, making reports to management, and providing their teams with leadership and support. For more details including necessary qualifications please refer to our website www.coomachallenge.org.au.

Administration Officers support the day-to-day operations of CCL across all programs. Duties may include reception, payroll support, assisting with reports, records management, organising meetings, book-keeping, managing fleet vehicle bookings and other administrative tasks as needed. For more details including necessary qualifications please refer to our website www.coomachallenge.org.au.

Issue Number: 2 Revision: 4	Document Number: F-Z-005	Document Issued by: CEO
Issue Date: 7Jan15;1May19;4Feb21	Page 2	Document Approved by: CEO
Review Date: 7 May 2021	Cooma Challenge Limited	



Full Name _____ Preferred Name _____

Address _____

Phone (h) _____ (w) _____ (m) _____

Email _____

NDIS Worker Check Number or Application Number _____

Why are you motivated to work at Cooma Challenge Limited?

What previous experience most demonstrates your suitability for the role(s) you are applying for?

Issue Number: 2 Revision: 4	Document Number: F-Z-005	Document Issued by: CEO
Issue Date: 7Jan15;1May19;4Feb21	Page 3	Document Approved by: CEO
Review Date: 7 May 2021	Cooma Challenge Limited	



Our mission is to provide support to people to enable them to participate and be included in the community. How would you achieve this mission in your work?

List nine (9) words that describe yourself (eg organised, talkative, creative).

Do you have any special skills or experience that may be relevant (eg fluency in a language other than English, experience working with Indigenous Australians, etc.)?

List all relevant qualifications, including Certificates, degrees, First Aid Certificate, driver's licence (noting any restrictions), etc. If you have no tertiary qualifications, please indicate your highest level of schooling.

Issue Number: 2 Revision: 4	Document Number: F-Z-005	Document Issued by: CEO
Issue Date: 7Jan15;1May19;4Feb21	Page 4	Document Approved by: CEO
Review Date: 7 May 2021	Cooma Challenge Limited	

Are you willing to undertake additional training as needed? Yes No

Please note that should your application progress you are required to declare to CCL if you experience any medical condition that may affect your ability to do your job, or that may present any risk to health and safety of yourself or others if not managed. The information that you provide is private and confidential.

If you experience any medical condition that may require reasonable adjustments or support in the work environment to enable you to do your job, you are encouraged to advise CCL.

Referee Contact Details (please ensure referees are professional)

Name _____ Phone _____

Email _____

Relationship (eg previous supervisor) _____

Name _____ Phone _____

Email _____

Relationship (eg previous supervisor) _____

Declaration

I hereby declare that the information provided by me in this application is true in every respect. I am aware that any offer of employment is based on this information, and I understand that the furnishing of false and misleading information may lead to instant dismissal.

Signed _____ Date ____/____/____

Issue Number: 2 Revision: 4	Document Number: F-Z-005	Document Issued by: CEO
Issue Date: 7Jan15;1May19;4Feb21	Page 5	Document Approved by: CEO
Review Date: 7 May 2021	Cooma Challenge Limited	