

## COOMA CHALLENGE LIMITED – APPLICATION FOR EMPLOYMENT – CASUAL SUPPORT WORKER

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 (or willingness to obtain prior to employment).**
- A current satisfactory National Police Check (or willingness to obtain prior to employment).**
- A current First Aid Certificate (or willingness to obtain prior to employment).**
- A current satisfactory Working With Children Check (*applicable only if working with children*).
- A willingness to complete all CCL Mandatory 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 support 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. **Note: Please document your availability as part of your Application on page 7 of this form.**

Our Team Leaders 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), a Cover Letter, current Resume and all relevant documentation to Cooma Challenge Limited, 2 Walgarra St, Cooma. Applications may be delivered in person, mailed to PO Box 126, Cooma NSW 2630 or emailed to [admin@coomachallenge.org.au](mailto:admin@coomachallenge.org.au).**

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✓ Self-check list – have you:

- Completed the Application for Employment form in full?
- Attached your Cover Letter?
- Attached your Resume?
- Supplied details of two recent professional referees (i.e. not family or friends)?
- Supplied your National Police Check certificate?
- Updated your NDIS Worker Check to include CCL (our “**business name**”) as an employer? Go to <https://forms.service.nsw.gov.au/ndis-apply>.
- Attached any additional documentation such as certificates (including First Aid).

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:

- Team Leaders.
- Administration Officers.

**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.

**Team Leaders** 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.

Team Leader roles are subject to a separate advertising and recruitment process but CCL would appreciate a copy of your Resume if you believe that you have the necessary skills. If there are no current vacancies, your application may be kept on file at CCL’s discretion for consideration for future vacancies.

**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.

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Cooma Challenge  
Limited  
ABN 16 060 284 460



PO Box 126  
COOMA 2630

Ph 02 6452 2156

Administration Officer roles are subject to a separate advertising and recruitment process but CCL would appreciate a copy of your Resume if you believe that you have the necessary skills. If there are no current vacancies, your application may be kept on file at CCL's discretion for consideration for future vacancies.

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Full Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Email \_\_\_\_\_

Why are you motivated to work at Cooma Challenge Limited?

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How have you built positive relationships in previous roles through networking?

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

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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?

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What tools/strategies do you use to manage your time effectively and prioritise your workload?

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

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Please outline your experience in working in a team.

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

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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.

There is an expectation that you will undertake Mandatory Training and that you will continue your learning to a minimum of a Certificate III in a relevant discipline.

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**Availability**

Work Days	How many hours are you available on this day/shift?	Start Time availability	End Time availability
<input type="checkbox"/> Monday			
<input type="checkbox"/> Tuesday			
<input type="checkbox"/> Wednesday			
<input type="checkbox"/> Thursday			
<input type="checkbox"/> Friday			
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			
<input type="checkbox"/> Sleepovers *			

**\*The span of a sleepover is a continuous 8-hour period. Sleepovers do not count as ordinary hours of work – only the hours worked before and/or after the sleepover count as ordinary hours. As such, the actual sleepover period is not paid; however, the employee will be entitled to a sleepover allowance of 4.9% of the standard rate for each night they sleep over. Note: an Ordinary Hours shift of 4 hours must be scheduled either before or after the sleepover.**

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 (e.g. previous supervisor) \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Relationship (e.g. previous supervisor) \_\_\_\_\_

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## 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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