



Employment Application Pack

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|---------------------------|----------------------------------|
| Position Title: | Personal Carer |
| Vacancy Reference Number: | VRN2324-144 |
| Department: | Corporate and Community Services |
| Location: | Taroom |
| Employment Status: | Casual |
| Recruitment Commences: | Open until position filled |

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

| APPLICANT DETAILS | | |
|---|--|--|
| POSITION APPLYING FOR: Personal Carer | VRN23/24-144 | |
| FAMILY NAME: | GIVEN NAME(S): | |
| TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____ | | |
| MAILING ADDRESS: | MOBILE NO: | |
| POSTCODE: | TELEPHONE NO: | |
| EMAIL ADDRESS: | | |
| IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED? | | |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> SEEK | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> Newspapers _____ | <input type="checkbox"/> Posters/Mail outs | <input type="checkbox"/> The Australian Local Government Job Directory |
| <input type="checkbox"/> Banana Shire Council Website | <input type="checkbox"/> On-Line (Please specify website) _____ | |
| ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council) | | |
| Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council) | | |
| Class of Licence: | <input type="checkbox"/> Car (C) <input type="checkbox"/> LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/> RE/R | |
| | <input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners | |
| Licence issued in | <input type="checkbox"/> Queensland <input type="checkbox"/> Another State/Territory <input type="checkbox"/> Another Nation | |
| PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council) | | |
| Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary): | | |
| | | |
| BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council) | | |
| Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council) | | |
| Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held) | | |
| Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School | | |
| Course Name: | Year Qualification Obtained: | |
| Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School | | |
| Name of Establishment: _____ Country (If outside Australia): _____ | | |

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes No

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

| Employer | Length of Service | Year Completed Service | Summary of duties | Business phone no. |
|----------|-------------------|------------------------|-------------------|--------------------|
| | | | | |
| | | | | |

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

Yes No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned

POSITION DETAILS

| | | | |
|------------------------|--|--------------------|---------------------------------------|
| Position Title: | Personal Carer (HACC) | | |
| Classification: | Home Care Level 1 or 2 | Position Status: | Casual |
| Employment Conditions: | Local Government Industry Award (Stream B) Banana Shire Council Enterprise Agreement 2021 | | |
| Department: | Corporate and Community Services | Location: | Home and Community Care Centre Taroom |
| Reports to: | Coordinator – HACC Services | Number of reports: | 0 |

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

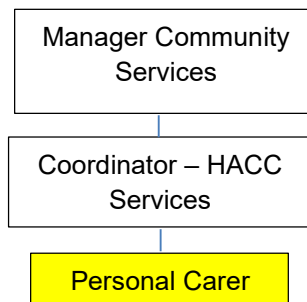
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To provide high standard personal care services to older community members who require support to continue to live in their own homes.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Deliver services to clients in alignment with their care plan and schedule.
- Provide high quality caring services to clients including assistance with personal hygiene, getting dressed, administering medication, taking clients to appointments, and providing social support.
- Perform general cleaning and other household tasks.
- Accurately record progress notes for all client services.
- Promptly inform nursing staff of any changes to a client's health or living environment.
- Liaise with clients, other Council staff, the public, consultants, utility, and government authorities in the performance of duties including providing and obtaining information.
- Undertake routine administrative tasks as required by the position e.g. timesheets.
- Assist senior staff to continuously improve work processes and develop new practices as required.
- Participate in training, exercises and response to disaster management and recovery as required.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Willingness to undergo a Federal Police Check
- Current NDIS Worker Check
- Current class C drivers licence

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated experience in caring for aged and/or disabled persons
- Basic literacy, numeracy and communication skills together with the ability to work effectively in a team environment under minimal supervision
- Willingness to undertake training as nominated by Council and/or obtain a Certificate III in Aged Care
- Excellent understanding of and commitment to EEO and WHS principles and practices

Desirable

- Certificate III in Aged Care or similar

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human Rights Legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a 'C' class drivers' licence and that the loss of licence may jeopardise employment with Council.
- The employee acknowledges that this role requires them to hold and maintain a Current "Working with Children Check" Blue Card.
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: