**Health & Community**

* **Industry:** General Community Services
* **Target employee:** Culturally Diverse/ ESL
* **Tone of voice:** Informal

**How to use this template:**

* Areas highlighted in **red** are customisable fields – enter the finer details of your available position or choose the suggested options that best represent your specific needs.
* Remember that including examples of who you are and what you do in the form of video links, images or links to online workplace policies/ samples of your work is an effective and valuable way to personalise your business and attract the candidate you wish to employ.
* **Refer to our Best Practice Job Ad Tips for** [**specific advice here**](https://author-nswbc-prod.adobemsbasic.com/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-culturally-diverse-employees.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Do you want to make a real difference in someone’s life? We have a great opportunity for a passionate, caring [insert role name here] to work with us at [insert business name here].

We are a family oriented/ human-centric/ growing/ passionate/ well-established/ culturally diverse [not for profit/ team] offering [insert services here, such as support services for people with disabilities] to the community of [insert location here]. We believe community is what makes and shapes us all, and we strive to make a positive difference in the lives of our clients.

We’re proud of the work we do, and proud of our team, which is why we help our employees with on-the-job training and support to grow in their role. Positive team members lead to great work, which helps our community to feel safe and comfortable to develop their best selves.

Our role is for a [full-time/ part-time/ trainee/ apprentice role] based in [insert details here]. It’s the perfect opportunity to start working towards your long-term career goals, so apply now.

[ADD A COMPANY VIDEO HERE, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

**ROLE SUMMARY**

Our new team member will:

* Work with a team to create supportive and innovative [youth development programs/ aged care leisure programs/ community services projects]
* Learn from a diverse range of people, discovering their needs and dreams and how to best support them
* Use your insight and knowledge to design and run activities/ programs/ services that supports the personal development of [insert target audience here]
* Learn important [insert field here] skills with on-the-job training and working
* Work on projects such as [insert examples programs/ services]
* Provide input on projects
* Take part in regular team meetings
* Identify and fix problems if needed
* Communicate with customers in a friendly, clear way
* Help with the general running and maintenance of the [venue/ youth centre/ program/ services - customisable field]

**This role involves:**

* Providing first point of contact
* Communicating and working in health or community services
* Working with diverse people
* Taking part in workplace health and safety
* Organising and completing daily work activities
* Working within a community development framework
* Using digital technology for routine workplace tasks
* Using strategies to respond to routine workplace problems
* Interacting effectively with others at work

**ABOUT YOU**

Each member of our team is picked for their unique skills and what they bring to the workplace. We are willing to work with our chosen job applicant to help them develop and grow in their new role. We are looking for a team member who loves making a difference in people’s lives every day. You are passionate about people and understand that people come from all walks of life. You see the value in the things that make us different. You want to support people to find ways to do more and be more, so that they can realise their human potential.

You must have a basic understanding of English (reading, writing, speaking) for this role, but we can help the right job applicant to find language support to get better at communicating where needed.

If the role sounds right for you, please apply.

**ESSENTIAL SKILLS**

These skills and elements are a must:

* A caring personality
* A real interest in helping people
* The ability to accept feedback and improve self
* Be open and willing to learn
* A valid Australian Working Visa
* A Working with Children Check
* A National Police Check Clearance
* First Aid Certificate, or willing to get one
* An interest in learning and growing in the [insert field here] industry.
* A qualification in [insert qualification here]
* Experience working with [Aboriginal youth/ young people/ children/ the elderly/ people living with disability/ mental health challenges]
* Experience in a similar role
* Experience working with a team
* Experience working with diverse people
* Have a Certificate in xxxxxx
* Have a Diploma in xxxx
* Have xxx years’ experience
* Willing to learn on-the-job
* Good/ basic/ adequate English written/ verbal/ reading/ communication skills
* A valid driver’s licence and/or own transport
* Understand and be aware of safety procedures
* Strong motivation and initiative
* Good with time management
* Good with setting priorities
* Must have community care spirit

**DESIRED SKILLS**

These skills and elements are nice to have:

* Have empathy
* Have a caring personality
* Be comfortable working with diverse people
* Be reliable and arrive for work on time
* Be able to take the lead and get the job done
* Be able to work well in a team
* Be able to identify and fix problems
* Communicate clearly with team members, supervisors and clients
* Be adaptable
* Be creative
* Be friendly
* Be comfortable leading teams
* Be honest and hardworking
* Be willing to learn new job skills
* Want to grow in [insert role here] role
* Be willing to complete an apprenticeship
* Be willing to complete a traineeship
* Be able to work without supervision
* Be self-motivated
* Be well organised
* Have an eye for detail
* Be professional
* Have a positive attitude
* Enjoy teamwork
* Enjoy learning
* Be interested in a career in [insert field here]
* Be comfortable working in a multi-cultural environment
* Be comfortable working with people of different cultural backgrounds

**BENEFITS**

A great team is what makes [company name here] work well. We know that your talent and skills add value to our business, which is why we offer a range of job benefits:

* Regular team meetings where you can make suggestions or talk about challenges
* Mental health support services for you and members of your family
* Excellent salary packaging benefits
* The opportunity to start a career in [insert field here], where we provide training and development
* A happy, diverse workplace culture with a strong sense of community and inclusion
* Ongoing support from our friendly in-office support team
* Car allowance
* Entertainment allowance
* The satisfaction that comes with helping people do well in life
* Mentorship and training opportunities to help you develop in your job
* Flexible work hours where needed
* Access to support services such as [insert internal support offerings or programs]
* An open communication structure
* Staff development plans that focus on developing your skills
* Structured, paid-for opportunities to learn and grow in your career
* A safe, supportive work environment
* On-the-job training
* A good salary package that includes [insert details here]
* Fair wages that include [insert details here]
* Easy access to public transport hubs, including [insert details here]
* Access to company transport vehicle
* Maternity/ paternity leave
* Sick leave
* Annual leave
* Carer's leave
* A focus on a healthy work/life balance
* Access to fitness programs
* Access to company health programs
* Access to mental health support services
* Long-term career prospects
* Access to day-care/ childcare facilities

**INTERNAL CULTURE**

We want you to succeed! It's important to us that our team feel supported and safe to do well in their work. That is why we work towards:

* Pay equity
* A sustainable, green workplace, because we care about people and our planet
* Improving education in our community by [insert info here]
* Giving back to the community by supporting causes/ charities such as [insert info here]
* Empowering women by [insert info here]
* Empowering Indigenous Australians by [insert info here]
* Following ethical business practices such as [insert info here]

We do not tolerate any discrimination, harassment or bullying on the grounds of gender, sexual orientation, language, race, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all our team members.

We’re open and transparent about who we are and encourage conversations on issues that affect our employees. When you become part of our team, you become part of our family.

Read more about our policies here.

Feel like this might be the beginning of a wonderful career relationship? APPLY NOW/ Send your CV/ Send your resumé/ Phone [insert name here] at xxxx/ email [insert name here] at xxxx and begin your journey.