**Health & Community**

* **Industry:** Leisure
* **Target employee:** Women
* **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://skillsroad.com.au/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-women-to-your-business.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 an outgoing, creative [insert role name here] to work with us at [insert business name here]. A sense of fun and the ability to work with people is a must!

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 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 grow to become 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.

[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 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]
* 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]
* Support their team to complete a range of projects in-house/ on-site, focusing on [insert details here]
* Develop along with their team to become successful at tasks such as [insert details here]
* Work with us, learning from the ground up
* Take part in regular team meetings and discussions
* Provide input on projects
* Identify issues and communicate them clearly to your team members

**This role involves:**

* Using communication to build relationships
* Working with diverse people
* Working effectively in the leisure and health industries
* Contributing to leisure and health programming
* Participating in the planning, implementation and monitoring of individual leisure and health programs
* Participating in planning leisure and health programs for clients with complex needs
* Incorporating lifespan development and sociological concepts into leisure and health programming
* Reflecting on and improving own professional practice
* Confirming physical health status
* Following safe work practices for direct client care
* Developing strategies to address unmet needs
* Supporting independence and wellbeing
* Developing and implementing community programs
* Working collaboratively with the care network and other services
* Recruiting, inducting and supporting volunteers
* Planning and conducting a recreation program for older persons OR
* Planning and conducting disability recreation programs
* Assisting with activities not requiring equipment

**ABOUT YOU**

Do you love making a difference in people’s lives? Are you passionate about people, understanding that they all have their own unique experience of the world? Do you value difference? We need you on our team!

While each member of our team is hand-picked for their personal attributes and how their skills complement those of their co-workers, we’re not afraid to think outside the box if a potential team member has skills that can help us grow in a new direction. We are willing to work with our chosen candidate to help them develop the skills they need in their new role.

So, if this role sounds like you even if you don’t tick all the boxes below, please apply!

**ESSENTIAL SKILLS**

These skills and elements are a must:

* A real interest in helping people
* The ability to accept feedback and improve self
* Be open and willing to learn
* Good organisational skills
* 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 xxx years’ experience
* Willing to learn on-the-job
* A valid driver’s licence and/or own transport
* A reliable source of 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:

* Empathy
* Creativity
* Outgoing
* Comfortable working with diverse people
* Reliable and arrive for work on time
* Able to take the lead and get the job done
* Able to work well in a team
* Able to identify and fix problems
* Communicate clearly with team members, supervisors and clients
* Adaptable
* Creative
* Friendly
* Comfortable leading teams
* Honest and hardworking
* Willing to learn new job skills
* Want to grow in [insert role here] role
* Willing to complete an apprenticeship
* Willing to complete a traineeship
* Able to work without supervision
* Self-motivated
* Well organised
* Have a positive attitude
* Be comfortable working in a multi-cultural environment

**BENEFITS**

Building a good team is very important to us, and we value input from our people to help us improve. We can offer you:

* 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
* Car allowance
* Entertainment allowance
* Support for career growth and development through mentorship and structured training opportunities
* Flexible working options depending on need
* Access to support services such as [insert internal support offerings or programs]
* An open, collaborative communication structure
* Mentorship and coaching opportunities
* A competitive salary package that includes [insert details here]
* Fair wages that include [insert details here]
* Easy access to public transport hubs, including [insert details here]
* Maternity/ paternity leave
* Sick leave
* Annual leave
* Carer’s leave
* A focus on maintaining a healthy work/life balance
* In-office health programs
* Centrally located and close to public transport
* Clean, tidy and safe working environment
* Opportunity for genuine career advancement with managerial potential

**INTERNAL CULTURE**

We value and respect our diverse team and want them to feel supported and safe to flourish in their work. We actively support and work towards:

* Pay equity
* Work/life balance
* 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, colour, 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, and want to find out more?

APPLY NOW/ Send your CV/ Send your resumé/ Phone [insert name here] at xxxx/ email [insert name here] at xxxx and begin your journey.