**Health & Community**

* **Industry:** Community Services
* **Target employee:** Indigenous Australians
* **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/best-practice-tips-attracting-indigenous-australians.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Do you want to make a real difference in someone’s life? Get ready to join your new work family! 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 grow to become their best selves. We learn from the wealth of knowledge and experience each team member brings to us.

As such, we acknowledge the traditional custodians/ [OR insert the actual name and tribe of the area’s traditional custodians, such as “The Cadigal of the Eora Nation”] of the land on which we work and live. We recognise their continuing connection to the land, and pay our respects to the elders - past, present and emerging. We encourage First Nations people/ Australians of Aboriginal and Torres Strait Islander descent/ Indigenous Australians/ Aboriginal and Torres Strait Islander people to apply for this role – we would love to hear from you.

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 let’s get to it.

[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]
* 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:**

* 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**

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 in their new role. If this means troubleshooting solutions for challenges such as a lack of own transport or the need for more flexible hours, we’re happy to figure things out with you.

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 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 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
* A caring personality
* 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
* Regular team meetings that give you a say in shaping our workplace culture and expectations in a positive and supportive way
* 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
* Staff development plans that focus on honing your transferable skills
* 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 chance to make a difference and add value to your community
* 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’re all about communication, and we feel it is important to take all team opinions and suggestions on board and discuss the best way forward. We actively support and 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, 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? We encourage a visit to our business to get a feel for who we are. Simply phone [insert details here] to set a date and time.

Happy with the info you already have? APPLY NOW/ Send your CV/ Send your resumé/ Phone [insert name here] at xxxx/ email [insert name here] at xxxx and begin your journey. We'll be in touch via phone for a quick chat if we like the look of your CV, to set up and interview that suits you best.