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| **Instructions** |
| 1. Address and complete each response demonstrating the situation, action and outcome of each criteria
2. Complete all required fields
3. Complete check boxes and include required documents to ensure your application proceeds to short listing (incomplete applications will not be considered for interview)
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| **Applicant details**  |
| **Applicant family name** |  |
| **Applicant given name** |  |
| **Preferred contact number** |  | **Alternative contact number** |  |
| **Address** |  |
| **Referee list** |
| **Referee 1 details** |
| Name |  |
| Position title |  |
| Organisation |  |
| Contact number |  |
| Relationship to applicant | [ ]  Manager/supervisor [ ]  Colleague [ ]  Personal |
| Time of relationship to applicant | [ ]  Current [ ]  Previous | Number of years |  |
| **Referee 2 details** |
| Name |  |
| Position title |  |
| Organisation |  |
| Contact number |  |
| Relationship to applicant | [ ]  Manager/supervisor [ ]  Colleague [ ]  Personal |
| Time of relationship to applicant | [ ]  Current [ ]  Previous | Number of years |  |
| **Referee 3 details** |
| Name |  |
| Position title |  |
| Organisation |  |
| Contact number |  |
| Relationship to applicant | [ ]  Manager/supervisor [ ]  Colleague [ ]  Personal |
| Time of relationship to applicant | [ ]  Current [ ]  Previous | Number of years |  |
| **Application attachment checklist** |
| [ ]  | Letter of application  | [ ]  | Resume/CV  |
| [ ]  | Copy of qualifications  | [ ]  | Key Selection Criteria |
| [ ]  | \*\*Police check (less than 3 months old) | [ ]  | \*\*Colour copy of Working With Children Check |
| \*\* Not essential for application (attach if available) - may be applied for if the preferred applicant after interview  |
| **Visa details (if applicable)** |
| Visa type & number |   | Sponsorship required? | [ ]  YES [ ]  No |
| Hours required to work weekly for visa |  | Other restrictions |  |
| **Applicant name** |  |
| **Key selection criteria**  |
| **Qualifications** |
| ***Certificate IV or above in relevant Human Service discipline or demonstrated relevant experience.*** |
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| **Mandatory** |
| ***Demonstrated experience in rostering Community Services work, including allocations to align with budgetary requirements.*** |
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| **Desirable** |
| ***Demonstrated experience in working with aged people or people with a disability or mental health illness with great interpersonal skills.*** |
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| **Demonstrated skills, experience and/or understanding of** |
| ***Demonstrated experience in the reconciliation of time sheets and staff rosters.*** |
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| ***Ability to maintain records accurately and efficiently in line with organisational audit requirements.*** |
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| ***Familiarity with various relevant funding streams.*** |
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| ***Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.*** |
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| ***Ability to maintain confidentiality at all times.*** |
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| ***Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.*** |
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| ***High level verbal and written communication skills that enable effective and appropriate communication with a broad range of stakeholders at all levels.*** |
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| ***Demonstrated ability to contribute to positive workplace culture and practices.*** |
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