



NCCCA Recruiting Job Application Pack

NCCCA is committed to having a diverse workforce that is representative of its residents / clients and the community.

About us

Northern Coalfields Community Care Association Limited (NCCCA) is a not for profit residential aged and community care service provider based in Cessnock.

We offer stimulating work that comes with knowing you're working towards delivering the best possible care and services that support choice, improving the quality of life and wellbeing of our care recipients.

We are a proud equal opportunity employer. We value the different life skills and experience our people bring to their work. It all adds up to NCCCA being a place strengthened by its diversity.

Our commitment to you is that we will be fair and equitable in our recruitment decisions.

Our Values

Care – We are kind to others and show respect in a dignified and responsible manner.

Community - We engage with communities and stakeholders by working together in an open and consultative way.

Compassion - Everything we do and how we do it is done with empathy and sensitivity.

Career Opportunities

We are a diverse organisation. We provide employees with opportunities in a wide range of areas and professions. We offer opportunities to capable individuals to develop skills and experience in professions and areas such as:

- Enrolled & Registered Nurses
- Aged Care Nurses
- Community Care Workers
- Cooks and Kitchen Staff
- Laundry and Cleaning Staff
- Transport Drivers
- Maintenance and Gardening
- Physios/ OT's
- Administration

What we offer

We offer a range of flexible work arrangements, leave options and learning and development opportunities.

Flexible work arrangements

Work arrangements vary across NCCCA and the following options may be available:

- Family-friendly working conditions
- Full-time, part-time and job-share employment
- Flexible start and finish times

Supporting the growth of our people

We have an onsite Educator and can offer learning and development programs specific to your job.

Not for Profit Salary Packaging to minimise the tax you pay

You will have access to be reimbursed / paid up to \$15,900 of your gross annual salary for personal expenses and not be taxed on this portion. NCCCA currently outsources its Salary Packaging to Eziway Salary Packaging Pty Ltd.

Employee Assistance Program

NCCCA has an Employee Assistance Program (EAP) available for you and your immediate family. One of our key priorities is your wellbeing and we want to ensure that you are given the right support and resources to assist with this.

The EAP is a confidential service, available to help you manage issues related to your personal and work life.

How do you apply?

The 'how to apply' section in the job advertisement will set out clearly what we need from you to assess your suitability for the position.

If you are simply looking for work and not responding to a specific advertisement, please set out in your application the type of role you are looking for.

Application Form

You need to complete "Application for Employment form" which will be included with the job advertisement and submit it with your application.

Resume

Highlight your most relevant experience, qualifications and include the name and contact details of at least two referees.

Please select a referee who knows your relevant skills and abilities and can comment on your work experience, preferably your last supervisor or manager.

Work-related requirements

Some advertisements may ask you for a written response to the work-related requirements of the position. If so, these essential work related requires are explained in the Position Description which can be provided.

Supporting information

Providing copies of the following to support your application is viewed favorably:

- Birth or Citizenship Certificate or Passport/visa status to check working rights.
- Qualifications eg. Certificate III, First Aid Certificate, NDIS Worker Orientation Module.
- Police Worker Check.
- Vaccination evidence – influenza and COVID-19.
- Drivers Licence, Vehicle Registration and Insurance if the role involves driving.

Lodging your application

Make sure you lodge your applications by emailing positionsvacant@nccca.com.au.

Our preferred option is for job applications to be emailed. If you do not have access to the internet, you can apply by post or hand-delivery.

Remember, keep your application simple. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents. Always keep a copy of your application for your records.

If you do not apply electronically, send or deliver applications (marked 'Confidential Job Application' to only one of the options below:

Online:
positionsvacant@nccca.com.au

Post

Attention:

Human Resources
NCCCA
2 Mount View Road
CESSNOCK NSW 2325

Hand delivery

Human Resources
NCCCA
2 Mount View Road
CESSNOCK NSW 2325

Human Resources
NCCCA
196 Wollombi Road
CESSNOCK NSW 2325

What we assess

We assess applications based on the work-related requirements of the position. This includes looking at all the information you have provided and assess your skills, knowledge and abilities to the work-related requirements of the position.

Some good tips are to:

- Provide evidence of your skills and abilities that best match the essentials of the job.
- Brainstorm to identify examples of your past behaviours that will highlight your competencies. Decide which experiences best describe how you behave in a work activity or situation and tell us of the positive outcome achieved by your involvement.
- Develop a well-written application document that is concise and easy to understand. It will show you understand the objectives of NCCCA and the challenges of the position.

Remember:

- Read and follow the instructions in the job advertisement and this job application package.
- Include statements that highlight your achievements and outcomes.
- Check your spelling and grammar.

Only shortlisted applicants will be advised of interview.

What to bring to interview?

Supporting information

If you didn't provide supporting information with your application, these must be provided at the interview. Please come prepared.

What happens next?

At completion of the selection process, you will be notified by telephone or email of the outcome.

If you are successful, a start date will be discussed with you and any outstanding information you may need to provide.

On commencement, you will be orientated and for some roles progress through a buddy program.

Your Checklist

Before you send your application please check you have included the following:

- Completed Application Form, including 2 referees.
- Covering letter addressing specific job requirements and comprehensive resume.
- Supporting information (as set out above).

www.nccca.com.au