



SSCS EMPLOYMENT INFORMATION DOCUMENT

Working in SSCS

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Career Opportunities

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 - email recruitment@sscs.org.au
 - post or hand deliver to PO Box 7, Narrabundah, ACT, 2905 or 63 Boolimba Cres, Narrabundah ACT 2905
- Due Date
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SSCS appreciate that our greatest asset is our dedicated employees.

We acknowledge their significant contribution to the successful operation of the Organisation. We value our employee's diversity, input, and hard work ethics.

SSCS recognise that people do better when they:

- Have interesting, meaningful and challenging work.
- Know the work they undertake is important, and that their efforts are appreciated.
- Are supported, and given the resources and opportunity to meet challenges.
- Have a clear understanding of their role in the organisation, and how this fits into the “bigger picture” .
- Have an input on matters affecting their workplace.
- Take part in regular and honest feedback about their performance.
- Know that innovation and better ways of doing things will be supported.

Valuing and supporting our employees has enabled a consistent low rate of staff turnover and high quality work performance - not to mention a very happy and rewarding work environment!

TYPES OF JOBS

We are fortunate to have a wide variety of job roles across the Organisation. For example, we currently perform the following roles:

- Case Managers
- Payroll/Accounts Administrators
- Centre Based Day Care Assistants
- Pre-School Teachers
- Childcare Directors
- Program Co-ordinators and Supervisors
- Children’s Services Employees, including Traineeships
- Program Support Workers
- Community Development Workers
- Receptionist
- Cooks
- Special Care Drivers
- Family Support Workers
- Systems Officers
- Finance Management
- Training and Communications Officers
- Human Resource Management
- Training and Development Officers
- Management
- Tutors
- Outreach Workers
- Various support roles

TYPES OF EMPLOYMENT

SSCS offer employment under 3 main Awards, being:

- The Social and Community Services (ACT) Award 2001
- The Children's Services (ACT) Award 2005
- The Childcare Industry (Teachers) (ACT) Award 1999

In addition to these Awards, we have also established Conditions of Service and Policies and Procedures detailed in the Employee Handbook.

We also offer employment under an Australian Workplace Agreement (following successful completion of a qualifying period).

To enable the fulfilment of work and personal commitments, employment may be offered as either:

- Full time
- Part time
- Casual
- Temporary (fixed term)
- Traineeship

ONGOING SUPPORT SYSTEMS FOR OUR EMPLOYEES

We have established a trusting, supportive and equitable work environment. Thus enabling staff to communicate openly and effectively, and ensuring that staff development and opportunities are accessible to all.

We provide on going support to staff in the form of:

- Comprehensive Induction process
- On the job and formal training
- Staff meetings
- One on one meetings
- Performance appraisal exchange, which includes a plan of action to be achieved for the next 12 months. This process assists in managing employee's who require added assistance or training to accomplish these goals.
- Established procedures for managing work performance, including rewarding exemplary standards of performance
- Open door policy
- Staff Representatives

EEO AND WORKPLACE DIVERSITY

SSCS is an equal opportunity employer. We appreciate the diversity of our employees and value the contribution they make to the organisation. We recruit, hire, promote and evaluate all employees without regard to race, religion, colour, sex, age, nationality, family status, ethnic or national origin, physical or intellectual impairment or sexual preference.

We currently employ in excess of 100 employees, comprised of people:

- From different cultures
- From different nationalities
- Aged from under 20 to over 60
- Both male and female
- Starting in the workforce with little or no work experience, to people with formal qualifications/and or work experience
- Both with and without Family or Caring responsibilities
- With different religious beliefs
- With different family structures

We have established policies on Equal Employment Opportunities (EEO), Anti-Discrimination and Access and Equity. These policies have been developed to uphold the Federal and ACT Laws.

Managing and valuing diversity is a key component to our effective people management. We focus on improving the performance of the organisation through recognition of diversity and promote practices that enhance the performance of all staff. Our strategies for managing diversity give effect to the principle of EEO and aim to achieve a workforce that reflects the diversity of the broader community.

SUPPORTING OUR DIVERSE WORKFORCE

SSCS acknowledge the contribution of all employees, and take an interest in people as individuals. Our Conditions of Employment have been developed to cater for the needs of our diverse workforce, and include:

- Part time employment opportunities
- Carer's leave, parental leave, annual leave and leave without pay
- On going development/training
- Mentors for our level 1/Trainee Childcare Workers
- Providing tutors for our Trainee Childcare Workers, who have English as a second language, or who have learning difficulties
- Flexibility when establishing the hours/days staff are contracted to work
- Clear policies on acceptable behaviour in the workplace
- Grievance process

STAFF SELECTION

Our staff selection practices ensure that we are recruiting and retaining highly suitable employees. Engagement of employees is based on our established policies on Equal Employment Opportunities (EEO), Anti-Discrimination and Access and Equity, which have been developed to uphold the Federal and ACT Laws.

In support of these policies, we encourage applications from a diverse range of people, including people from the EEO Target Groups.

ELIGIBILITY

To be eligible to work in SSCS, you must be:

- An Australian Citizen, permanent resident or have a work visa
- Of good character
- Medically fit to perform the duties of the position

Individual Duty Statements will stipulate whether you need formal qualifications or a Drivers Licence to undertake the required duties.

All Childcare positions will be required to undertake a Criminal History Check, and are encouraged to have their immunisation status up to date.

Positions other than Childcare may also require a Criminal History Check, which will be indicated on the individual Duty Statement.

SELECTING THE BEST PERSON FOR THE JOB

Selection Panel

A Selection Panel normally comprising of 2 to 3 people, will compare your skills, qualifications, experience and abilities; to assess your suitability to the position.

The successful applicant must satisfy the eligibility requirements, including formal qualifications and experience required, as reflected in the selection criteria.

This process involves:

Job Application

The Selection Panel will consider your job application, with a view to ascertain whether you meet the selection criteria and to decide whether an interview is required.

Interview

You will be contacted by a member of the Selection Panel if you are selected for an interview.

The interview process allows for a more detailed assessment of your claims against the selection criteria, and also provides you with an opportunity to find out more about the position.

You will be asked questions in relation to the selection criteria, and in relation to the duties you will be required to perform.

The questions will be designed to ascertain whether you are suited to the position and will mostly consist of questions relating to:

- Your experience (how you have responded to situations in the past)
- Scenarios (how would you respond to situations in the future)

Referee Contact

If you have been assessed by the Selection Panel as the best person for the position, your referees will be contacted and asked questions relating to your suitability for the position.

Notification

All applicants will be notified of whether their application has been successful or not.

Privacy and Confidentiality

All information collected during this process will be treated as private and confidential.

If you are selected for the position, all information collected will be placed on your Personal File.

If you are not the successful applicant, all information collected will be destroyed.

HOW TO APPLY

In general, most of the vacant positions are advertised in the Canberra Times positions vacant section or through SEEK at www.seek.com.au.

For details of current vacancies please send an email to recruitment@sscs.org.au

What your application should include:

- Written statement addressing the Selection Criteria
- Current Resume
- Contact details of 2 referees

In some circumstances, a written statement addressing the Selection Criteria will not be required. You will simply need to contact the Contact Officer and submit your Resume.

SSCS Address: 63 Boolimba Crescent, Narrabundah ACT 2604

Postal Address: PO Box 7, Narrabundah ACT 2604

Telephone: (02) 6126 4700

Facsimile: (02) 6295 7944

Email: admin@sscs.org.au

Website: www.sscs.org.au