



LONGREACH REGIONAL COUNCIL

WITH COMPLIMENTS

INFORMATION KIT

for

Childcare Assistant – Inclusion Support (Casual)

Inquiries

Bobbie Willersdorf

Telephone: (07) 4652 5300

Facsimile: (07) 4658 4116

**Address all correspondence to: Chief Executive Officer
Longreach Regional Council
96A Eagle Street
Longreach Qld 4730**

Email Address: hr@longreach.qld.gov.au

LONGREACH REGIONAL COUNCIL

INFORMATION FOR EMPLOYMENT APPLICANTS

Please read this information carefully, as it will help you with the preparation of your employment application.

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the position description for the advertised vacancy. The position description is contained in this information kit.

The selection criterion consists of the qualifications, knowledge, skills and abilities required to successfully undertake the job.

Your application should consist of the following:

- Covering letter
- Resume including the details of two referees (one of which is from your previous place of employment)
- Statements addressing the selection criteria

Each statement should adequately illustrate how you meet the criteria.

Provide complete and relevant information. Do not simply state that you meet the requirements of the selection criteria. Give examples, which demonstrate how you meet each criterion.

Your resume should provide details of your educational qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two referees.

Applications marked – ***Application for Childcare Assistant – Inclusion Support (Casual)*** should be received by 4.00pm on Friday, 23rd October 2009. Late applications may not be considered.

All applications will be acknowledged. Applicants will be advised of the result of their application following completion of the recruitment process.

LONGREACH REGIONAL COUNCIL

GENERAL CONDITIONS OF EMPLOYMENT

- POSITION:** Childcare Assistant – Inclusion Support (Causal)
- CLASSIFICATION:** **Assistant Children’s Services Worker Unqualified Year 1 to Assistant Children’s Services Worker Qualified Year 1**
- AWARD:** Children’s Services Award State - 2006
- SALARY:** Unqualified Year 1 \$22.80 per hour
Year Qualified Year 1 \$25.55 per hour
- HOURS OF WORK:** Your hours will be determined daily based on attendance of individuals requiring care between 7.00am and 6.00pm Monday and Friday with a maximum of 25 hours worked per week.
- SUPERANNUATION:** Membership of the Local Government Superannuation Scheme is available on appointment at the appointee’s election.
- APPLICATIONS:** Addressed to:

Chief Executive Officer
Longreach Regional Council
PO Box 472
LONGREACH QLD 4730
- CLOSING DATE:** **4.00pm Friday, 23rd October 2009**

Council Office
96A Eagle Street
LONGREACH QLD 4730
- While facsimile or e-mail applications are accepted, it is a request that originals be followed in the mail.