



RESPECT | HOPE | FAIRNESS

Employment Information Guide

St Luke's – "A great place to work"

Thank you for your interest in a vacancy with St Luke's Anglicare. This could be your opportunity to join a progressive growing organisation with over 320 staff across central and northern Victoria & southern NSW.

At St Luke's, we provide a range of exciting careers, enabling our staff to be creative and innovative while delivering highly effective services and programs. We offer a range of benefits that you won't find everywhere, including access to tax-free salary packaging arrangements, which can add significant value to earnings.

When you look at the advantages of working at St Luke's, you might realise it just could be your ideal workplace!

St Luke's offers positions to people on the basis of merit. This means your qualifications, experience, skills and abilities (relevant to the position) are matched to the position requirements.

St Luke's Anglicare is one of Australia's leading community service organisations, providing a range of services throughout North Central Victoria and Southern NSW.



Our Mission:

We work within rural and regional communities to assist people to make positive changes, to be connected and to contribute to their communities. Our practices promote respect, hope and fairness and we challenge any actions that devalue, disadvantage and discriminate.

Our Values:

St Luke's promotes the following values in our work with clients, communities, colleagues, stakeholders and service partners:

- Respect
- Hope
- Fairness
- Quality
- Community
- Commitment
- Openness

Our Services:

Service delivery at St Luke's is built around a commitment to social justice and strengths based client directed practice. A key objective is to promote community inclusiveness and build communities. Our

motto, Respect Hope Fairness, emphasises our intention to build respectful partnerships with the individuals, families and the communities with whom we work.

Key areas of Service are:

- Family Support
- Foster Care
- Residential Care
- Community Building
- Youth Services
- Mental Health
- Disability Support
- Financial Counselling

Our Relationship to the Church:

St Luke's Anglicare is an Agency of the Anglican Diocese of Bendigo in partnership with the Uniting Church Loddon Mallee Presbytery. Our Constitution states that the organisation exists to fulfil the mission of the Diocese, particularly by addressing human need and supporting the church in advocating for social justice.

St Luke's employs and values staff from various faiths and philosophical positions; together we seek partnerships with churches, organisations and people of goodwill to provide services and take action for a just society.

In St Luke's workplaces we are committed to policies and practices that reflect and require respect for fellow workers and for those communities, individuals and organisations with whom we work, or provide a service to.

Position Description

Before a position is advertised, St Luke's staff analyse the requirements of the position. They then develop a list of duties and the key selection criteria (qualities to perform the job) to form the Position Description.

An employment package, containing the Position Description, must be obtained from the Human Resources Officer listed in the advertisement before applying for the position. If you require further information on the position, a contact person is listed in the advertisement.

As stated above, our selection process is based on an assessment of the relative merit of each candidate. We do this by examining how well your knowledge, skills and abilities meet each of the selection criteria as identified in the position description. As the first stage of the selection process is based on your application, it is important that you provide the panel with information that shows how you meet the selection criteria. **If you do not show how you meet the selection criteria in your application you are unlikely to be considered for an interview and this may exclude you from further consideration.**

Your Application

Although there is no right or wrong way to present your application, you **must** address each selection criterion as detailed in the position description.

We encourage all potential applicants to discuss the position with the contact person listed in the advertisement prior to submitting an application.

To be considered for short listing your application must include the following:

- A **covering letter** stating the position title and job number (quoted in the advertisement) and why you are applying for the position.
- A statement which fully describes how you consider yourself suitable against each of the **key selection criteria**. You must address any 'key' or 'essential' selection criteria identified in the position description and should, where possible, address any 'desirable' criteria.
- A **Curriculum Vitae** or **Resume** containing your full name, address, telephone number (preferably a daytime number), a summary of your work experience (include where you have worked, positions held, period of employment and brief details of duties performed), details of any relevant qualifications including information on any education currently undertaken (originals of qualifications stated must be brought to any subsequent interview).
- Any **other information** that you feel is relevant.

- **Referees** can be included but are not essential at application stage. If you are required for an interview you will need to provide details of at least three referees - ideally one should be a current supervisor (if appropriate) and one should also have knowledge of your work performance.

Submitting Your Application

Applications must include a cover letter, an up to date resume and a statement clearly addressing the key selection criteria. All candidates selected for an interview will be requested to provide contact details for three referees.

Applications may be posted, e-mailed or hand delivered.

Address your application marked: "Private & Confidential"

Andrea Brown
HR Personnel Officer
St Luke's Anglicare
P O Box 315
Bendigo 3552

Employment E-mail: HR@stlukes.org.au

Hand Deliver to: St Luke's Anglicare Business Centre
1st Floor Killian's Walk
Bendigo

Telephone: (03) 5444 8100

Closing Date

All applications close at **5.00pm** on the advertised closing date – please check the closing date to ensure your application is received within the specified time. Applications submitted via email will receive a reply email to confirm that the application has been received.

St Luke's Recruitment Process

Applications will not be acknowledged on receipt (excluding emailed applications) however, if you are short listed for an interview you will be contacted by telephone to arrange an interview. Applications will only be excluded for reasons which directly relate to the selection criteria. If you are not selected for an interview you will be informed by way of a letter.

Short listing

All applications for the position will be short listed on the basis of the selection criteria. The criteria are listed in the advertisement in summary and in greater detail in the Position Description. **Only those applicants who satisfy the essential selection criteria of the position will be called for an interview.**

An application may meet the essential requirements and yet not be interviewed. This usually occurs when there are a large number of applicants, some of whom meet the essential and desirable requirements on a more competitive basis.

All aspects of the selection process are conducted in strict accordance with the principles of merit and equal employment opportunity. Short listing is usually completed within two weeks of the closing date.

Interviewing

We aim to give all applicants called for an interview at least two working days notice. Contact will be made by telephone and you will be advised of the interview date, time and venue. The successful applicant is normally notified within a few days after the interview.

St Luke's is an Equal Employment Opportunity (EEO) employer. Should you be contacted for an interview, please inform staff if you have special requirements to be able to attend.

Referee Checks

The selection panel will contact referees and check the references of the recommended applicant prior to making an offer of employment.

Pre-employment Medical Disclosure

St Luke's is committed to providing a safe work environment for all employees. As part of this you will be required to provide information regarding any pre-existing injury or disease which could affect your ability to perform the proposed employment. You will be asked to complete and sign a "Requirement of Worker to Disclose Pre-Existing Injuries" form prior to commencement.

Occupational Health & Safety

Each employee has the right to a safe working environment. All employees, students and volunteers are required to show commitment to occupational health and safety (OH&S) in the workplace and ensure that health and safety is reflected in everyday actions and priorities.

Police Check

All new staff are required to undergo a police check (which may be renewed during the period of employment). Your suitability of employment with St Luke's will be determined by any outcomes that may be listed on this check.

Working With Children Check

If your role involves child related work then you will be required to obtain a "Working with Children Check". This will need to be produced *prior* to commencement and at your own expense. A WWC check will cost \$70 and is valid for five years. Applications can be collected from any Post Office and may take several weeks for completion.

Your application will still be considered while you are waiting for the check to be returned.

Training and development

All new permanent staff at St Luke's participate in a professional development program called Foundations in Leadership. It provides ten days training, attendance at at least one network or peak body meeting, professional reading and the opportunity to develop a peer education project in the first 12 months of employment.

Additional leadership development is provided for Team Leaders, Program Managers and senior staff.

No Smoking Policy

St Luke's has a no-smoking policy for Agency buildings and vehicles. We also have a policy by which no worker is to smoke in the presence of clients.

ALERT: The Nature and Timing of St Luke's Involvement with Clients

St Luke's works very closely with people who at the point of our contact with them are often hurting, distressed and frustrated. At times their behaviour will be disturbing for staff to witness. All St Luke's staff may experience a variety of reactions to these behaviours and client stories. The agency acknowledges that this is a normal reaction and encourages staff to talk with their supervisor or colleagues when they have these experiences. Debriefing and an Employee Assistance Program are available.

It is important for job applicants to consider the likelihood of present or previous traumatic life experiences being re-ignited by the stories, emotions or behaviours they are likely to see if successful in this job application.

At times the work is physically demanding. Please seek advice from the contact person on the demands of the job.

**Thank you again for your interest in working with St Luke's.
GOOD LUCK!**