



GUIDELINES FOR APPLICANTS

Thank you for your enquiry regarding employment with The Mai-Wel Group. This information package contains:

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1. GUIDE FOR JOB APPLICANTS

The following information will assist you when applying for a position within the Mai-Wel Group.

THE ADVERTISEMENT

The advertisement outlines the responsibilities of the position and provides other information to help you to decide whether to apply for the position

Selection Criteria (Qualifications/Experience/Qualities)

The Mai-Wel Group offers positions to people on the basis of merit. The applicant who is considered to be the most capable of performing the role will be selected for the position. To decide who is the most suitable we look at your qualifications, experience, skills, standard of work, and personal qualities that are relevant to the advertised position.

In your supporting letter, you must address the selection criteria stated in the advertisement, using examples, if appropriate, and include any formal qualifications and industry experience.

The most efficient way to set out your application for the position is to list every selection criterion as a heading. Under each heading clearly explain how you meet the criterion. You may write a few paragraphs on each criterion or write in point form. Please do not assume that we will know your experience, skills, knowledge and personal qualities from your resume. You will need to describe what you can do and how you do it. This could be in relation to your current position or previous positions or experience.

The following headings are examples of **Selection Criteria** with suggestions under each heading that might assist you to address the criterion.

Selection Criteria

Excellent written and oral communications skills

It is not sufficient just to state *I have excellent communication skills*. Describe the experience that you have and the things that you do in your current or previous positions that demonstrate your communication skills. For example, you may describe the types of reports, documents or letters you have written, or whether you have spent a lot of time dealing with people face to face or on the phone, such as clients or the general public, and what are your qualities in this regard.

Current Driver's Licence

If you have a current licence you are required to state the State of issue, the type and the expiry date of the licence.

The selection panel cannot overlook any of the essential selection criteria. If an applicant does not show how they meet the selection criteria the application is unlikely to be considered.

Remuneration

The exact remuneration package offered will be dependent on the position and the relevant experience of the successful applicant. Please note, the advertisement will state where an Award is applicable.

Obtaining More Information

There will be a person listed on the job advertisement that can provide you with further information about the position and discuss the job requirements in more detail.

Application Form

You can complete your Application Form on the Mai-Wel website or in 'hard copy'. The Application Form can be downloaded from the Mai-Wel website, at www.maiwel.com.au, or it can be emailed or posted to you.

SUBMITTING YOUR APPLICATION

You can submit your application on the website, by facsimile, post, email or hand delivered so that it is received by the closing date. When submitting your application you must make sure you have included a:

1. completed application form
2. cover letter
3. statement addressing the selection criteria, and
4. resume.

If submitting your application via the Mai-Wel website you will complete the application form online and attach your cover letter, statement addressing the selection criteria and resume before you submit the application.

If for any reason you think your application will be late, you should call the Human Resources Department to check if a late application will be accepted.

JOB APPLICATION

Remember, your application plays a vital role in the selection process. Before preparing your application, you should review the advertisement carefully.

Your application should include:

1. A completed Employment Application Form

A copy of the form can be down loaded from the Mai-Wel website or may be included in the Employment Information Package if sent by post.

2. A cover/supporting Letter and/or statement addressing the selection criteria

This is your opportunity to show how you meet the Selection Criteria.

3. A Resume

Your resume (also called a Curriculum Vitae) should detail your work history and the main responsibilities and achievements in each position you have held. It should also include educational qualifications, training and other relevant activities, including voluntary work. If qualifications are a requirement of the position, please submit copies of your academic awards. If your qualifications are from overseas you should include English translations or statements of Australian equivalence or recognition.

Referees

The application form requests you to provide the details of two to four referees:

- two employment referees, who have been your manager or direct supervisor and are from your last two employers

Background Information

Pre-employment Medical Information

This will assist us to comply with our obligation to ensure a safe workplace and to enable us to determine whether applicants are able to safely and adequately perform duties required by the position.

Criminal History Records and Working With Children Checks

All employment applicants at Mai-Wel are required to complete a Criminal History Records Check. A criminal history records check is conducted for charges and/or convictions relating to serious offences, apprehended violence orders and any other reportable conduct committed by an applicant. In respect of any position involving people with disability, criminal history records checks for offences in the nature of assault, rape and

other acts of a sexual assault or similar nature will be undertaken for an unlimited period, subject to spent offences

The advertisement will indicate if a position has been determined as child related employment and a Prohibited Employment Declaration and a Working With Children Background Check Consent form is to be completed. The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

For the successful applicant to commence employment prior to receiving a clearance they will be required to complete a statutory declaration of their clear criminal history.

If you are not the successful candidate your Application Forms will be destroyed.

Please send the completed documents to the location indicated in the advertisement.

THE SELECTIONS PROCESS

The selection committee may determine the merit of applicants by a range of processes, including:

- Job Applications
- Interviews
- Referee Checks / Background Checks
- Practical Assessments

THE INTERVIEW

If you are selected for an interview, you will be contacted by telephone and told the time and location for the interview. We will try to give you as much notice as possible. If you have any special requirements please advise the person who contacts you so that appropriate arrangements can be made.

During the interview you will be asked questions relating to the position you have applied for. These questions will be based on the knowledge, skills and attributes necessary to perform the role as well as information you have provided in your application. This is your opportunity to show the committee that you are the best candidate for the position.

If you are not selected for an interview, you will be notified in writing, as soon as possible after the closing date.

2. Application Checklist

- 1. Completed Employment Application form.
- 2. Cover Letter and/or Written statement about how you meet the selection criteria. A guideline is provided on page 2.
- 3. Up to date Resume
- 4. Copies of any relevant academic qualifications or training/seminars
- 5. The names and phone numbers of 2 employment referees

3. Background Information: The Mai-Wel Group

History

In November 1960 a number of families met and shared their concerns about the lack of recognition of the needs of their children with a disability for an education and opportunities for life. This event marked the formation of Mai-Wel. The challenge to remove the discrimination experienced by people with a disability and their carers is as strong a motive today as it has been throughout the past 40+ years.

Parents and friends established a school, staff were employed and a feeling of importance and achievement and of community acceptance of people with a disability was created. It was not until February 1977 that the school passed on to the Department of Education and became the responsibility of the State Government.

Mai-Wel went back to the public of Maitland in 1967, appealing for assistance for the school leavers. Walkathons became the way to raise funds to create opportunities for work. Mai-Wel Industries Sheltered Workshop was established in 1972 as a modern facility catering originally for 65 people with capabilities for extension to cater for 75-100 people. The Sheltered Workshop was set-up with the aim of aligning the workplace as much as possible to the general workforce. The goal was to provide reward for labour, pride in manufacture and a sense of belonging to the group.

Mai-Wel extended the benefits of sheltered employment to more people living in the Hunter Region by providing out of home accommodation. The hostel accommodation enabled people who had previously been denied access to daily employment by distance or lack of suitable transport, to have a job.

Programs and Business Services

In July 1993 Mai-Wel became an independent company – Mai-Wel Limited and in July 1994 the service submitted a Transition Plan to the Federal Department of Health and Family Services for upgrading to the highest level of compliance with the Disability Services Standards.

In 1994 and early 1995 Mai-Wel devolved from a centre-based sheltered workshop into separate business services located throughout the community. These businesses grew and a range of new programs and housing options were made available. In 1996 Mai-Wel was successful in securing funding to provide services to a broader range of people with disabilities through the Open Employment Services and in 1997 Mai-Wel won accreditation to provide the Post School Option program.

In response to client needs the Mai-Wel Respite Centre was opened in March 2002. This service was created to provide living skills, training and quality leisure options to people living at home, particularly to those living with aged carers.

Also in 2002 Mai-Wel's Expression of Interest to deliver a number of programs to address the identified unmet needs of people with a disability living at home was accepted. The Community Access and Day Programs and the Accommodation Outreach Program both became operational in January 2003. The services cover a wide area including the Lower and Upper Hunter as far as Merriwa and Murrurundi, Cessnock, Dungog and Port Stephens.

New Buildings

The expansion of services has required the purchase of buildings to house additional staff and clients of the programs. Two buildings were purchased which were used to house athletes during the 2000 Olympics. One accommodates the Community Access and Day Programs, with the other used as a Training and Living Skills Facility. Another property was purchased at 220 High Street, Maitland. The building was officially opened in September 2003 by the Minister for Ageing and Disabilities – Ms Carmel Tebbutt. The building was named "The Warby Centre" in recognition of the years of work and devotion to Mai-Wel by members Gordon and Nola Warby. The Community Participation Program is now based here.

Registered Training Organisation (RTO)

Mai-Wel became reaccredited as a Training Organisation in 2004. This has enabled the organisation to offer its staff and others accredited training in Certificate III and IV Disability Work. A large number of staff embraced the opportunity of completing an in-house Traineeship in Certificate IV Disability Work.

Evolution in ATLAS Programs

During 2004 the Department of Ageing, Disability and Home Care restructured the ATLAS programs and developed two new groups catering for the specific needs of the participants. Transition to Work was designed for young people who had been assessed as ready to seek employment, and the Community Participation Program was designed for young people who were seeking employment.

Building Upgrade

The Mai-Wel Administration Building benefited from a major upgrade and expansion during the latter part of 2004. This upgrade saw the center enlarged to accommodate four new offices, reception and administrative staff areas, new staff lunch room, new training room and a re-fit of the older bathrooms and employee lunch room. In addition to this a large work room and awning / carport were built onto the back of the building to accommodate the Enterprise Group.

4. Mission, Vision & Values

Our Mission

To develop and deliver creative and responsive services that advance the lives of people with a disability and enable them to realise their individual potential.

Our Vision

To be the leader of innovative and quality businesses and services which facilitate access, integration and opportunity for all.

Our Values

- The Individual
- Professionalism
- Excellence
- Teamwork
- Quality
- Innovation
- Enthusiasm
- Community
- Commitment
- Safety

Disability Service Standards:

Mai-Wel is committed to meeting or exceeding all requirements of the Disability Services Standards to the highest level (Eligibility) and to satisfying all requirements of the Commonwealth Disability Services Act (1993).

Mai-Wel will co-operate with the requirements of the Commonwealth and State funding departments regarding delivery of service, administration and accountability.

Mai-Wel Limited will continue to maintain close links with the Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA), Department of Education, Employment and Workplace Relations (DEEWR) and the Department of Ageing, Disability and Home Care with the aim of improving service delivery to people with a disability.

Recruitment:

Employees of Mai-Wel provide support to and work with vulnerable people. Therefore, to protect our client's, Mai-Wel is required to abide by the following:

- Child Protection (Prohibited Employment) Act 1998
- Commission for Children and Young People (Employment Screening) Act 1998

Mai-Wel aims to recruit the most suitable person for the job, and endorses the principles of Equal Opportunity Employment and Affirmative Action.

Where relevant, all preferred applicants will be subject to formal employment screening.

All new appointees will undergo a minimum three-month probationary period of employment. Permanent employment will be based upon the satisfactory completion of this probationary period.

Commitment to:

- A safe working environment for all staff, carers and volunteers.
- Encouraging an environment of communication between staff at all levels.
- Providing all staff with opportunities for supervision, and internal and external training and further education.
- The entitlements to sick leave, annual leave with loading, family leave, and parental leave.
- Providing flexible working hours wherever program needs allow.
- Abiding by industry recommended working conditions for employees.
- Encouraging staff to share their skills, knowledge and experience across the organisation.

The Mai-Wel Group is a:

- Registered charity and has Public Benevolent Institution status.
- Public Company Limited by Guarantee.

Further information about The Mai-Wel Group and its services is available at:
www.maiwel.com.au