



BURDEKIN FLEXIBLE SUPPORT SERVICE INC EMPLOYMENT PACKAGE

This is our Centre Team:

CEO:	Brenda-Anne Parfitt
Manager, Service Delivery:	Judith Mandall
Personal Assistant to CEO:	Leeanne Cavanough
Client Services Officers:	Susan Johnson Nardine Roccella
Individual Support Plan Coordinator:	Katie Sommerfield
Intake and Assessment Officer:	Rebecca Aldridge
Positive Response Coordinator:	Joy Cornford
Team Leader (Young Adults Group):	Debbie Simpson
Team Leader (Junior Group):	Rhonda Martin
Team Leader (Mental Health):	Susan Johnson
QA & Flexi Hangout Coordinator:	Christine Durso
Finance Coordinator:	Krystel Bapty
Services Support Officer	Zandra Johnston

14-16 Ross St (Office)

Phone: 07 4783 5866

Fax: 07 4783 5872

52-54 Chippendale St (Hangout)

Phone: 07 4783 6901

Fax: 07 4783 6816

Facebook: BFlexi Facebook

Twitter: @burdekinflexi

Website: www.bflexi.com

Email: admin@bflexi.com

Emergency Mobile: 0427 835 866



BURDEKIN FLEXIBLE SUPPORT SERVICE INC

EMPLOYMENT PACKAGE

Information for Applicants

Introduction:

Thank you for showing an interest in working at Burdekin Flexible Support Service Inc. We provide support to Service Users of all ages with a variety of disabilities, including Physical, Psychological, Intellectual, Acquired Brain Injury, disability of an episodic nature and Mental Health issues. Our Service offers coordinated support programs tailored to meet the individual needs of each person. On commencement of employment you will become part of a team dedicated to the welfare and empowerment of Service Users with disabilities, and their carers.

This information will assist you in applying for this position. If you have further questions after reading this, please contact the Client Services Officer on (07) 4783 5866.

What do We Believe – Excerpts from our Governance, Policies and Procedures Manual.

8.1.12 Burdekin Flexible Support Services is committed to ensure that service delivery is provided:

- In a way that is client focussed, client centred and client controlled.
- Through a partnership with the client as a focus we will include the family and carer or guardian.
- We will invite, on behalf of our client, any person who can assist us in achieving the aims as expressed by the client.
- In a framework that provides for both checks and balances we will ensure maximum focus on meeting the client's needs and ensure safe and reliable service delivery.

10.2 Position Descriptions and Work Culture.

10.2.1 Paid and Unpaid people who work for this organisation will be respected for the talents and time they commit to furthering the aims and objectives that determine our activities.

10.2.2 Each position description is carefully worded to allow maximum freedom to meet the challenge of the position with individual creativity within a framework of supportive supervision.

10.2.3 Burdekin Flexible Support Services operates on a "No Blame" basis. This means that we are much more interested in finding a resolution to a problem to prevent it happening again. The use of the Continuous Improvement Register will support this culture.

10.2.4 We encourage generosity of ideas and shared experiences. We recognise excellence in individuals and in team efforts. We value those who give of their time and knowledge and ideas in order to create excellence in our service delivery.

10.2.5 This organisation also has a culture of inclusion for all people associated with the service. It is for this reason that clients, workers, parents and carers are encouraged to contribute to the Newsletter and to comment on policy development, service activities and most change management as the issues arise.

10.2.6 Role Modelling behaviour is expected of all team members at all time. Every person has a responsibility to respectfully challenge any poor behaviour of clients, staff and the community. Poor behaviour may be considered as: age inappropriate behaviour, speaking in a belittling or child like manner to an adult, not using common courtesy, bad language, failing to listen respectfully to someone who is talking, or ignoring their requests.

10.2.7 Reporting persistent poor behaviour to a senior worker is expected. The matter will be addressed in a way that ensures the dignity of the other person as well as minimising future occurrences.



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How to Apply:

Complete all sections of the Employment Package and return it to this office. If you wish, you may include a Resume or any documentary evidence to support your application. You may also wish to submit a series of short statements detailing whatever relevant experience you have, outlining how you have used your knowledge, skills and abilities, and relating this to your capacity to meet the requirements (or duties) of the job.

If you have not had direct experience in the field of disability work, you can demonstrate your ability and/or potential by comparing it to similar or equivalent responsibilities in another job, or studies you may have undertaken. You can also draw examples from non – work activities that also demonstrate skills and knowledge relevant to the position.

Selection Criteria:

We base our selection on the particular skills, abilities, knowledge and qualifications (if any) required to achieve the outcomes of this position.

Submit your application to:

Leeanne Cavanough
Personal Assistant to the CEO
Burdekin Flexible Support Service Inc
14-16 Ross Street or 52-54 Chippendale Street
PO Box 2168
Ayr Qld 4807
(Phone: 07 4783 5866 / Fax: 07 4783 5872)
(Email: admin@bflexi.com)

For additional information about this origination please go to our website at www.bflexi.com.



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Application Details

Surname:.....First Name:

Home Phone:Mobile:

Email Address:

Address:

Educational and Training Qualifications: Please list any technical, secondary, or tertiary qualifications completed.

Qualification	Institution	Year Completed

Please mark **Yes** or **No** if you have undertaken any training in the following areas, and provide a list of any other relevant training associated with Disability Work:

Y/N	Type of Training	Organisation	Year
	Qld. Disability Services Act (2006)		
	Qld Disability Services Regulation (2006)		
	Mental Health Act (Qld) (2000)		
	Disability Discrimination Act (1992)		
	Back Care / Lifting / Manual Handling		
	Head injuries, Spinal Injuries		
	Personal Care/Hygiene		
	Duty of Care / Negligence		
	Workplace Health & Safety		
	Abuse & Neglect		
	Behaviour Management / Challenging Behaviour		
	Childhood Growth & Development		
	Advocacy		
	Cultural Awareness and Diversity		
	Inclusion / Integration into the Community		
	First Aid Certificate & CPR		
	Makaton / Sign Language		
	Computer Training		
	Conflict Resolution / Negotiation		
	Assist with Self Medication		



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Do you have a current First Aid and CPR Certificate?

Yes No (please circle)

If not, are you prepared to obtain one and keep it current, at your expense, once employed by Burdekin Flexible Support Service Inc?

(Staff will receive a 50% rebate on their CPR & SFA Refresher courses on presentation of receipt & Certificate.)

Do you have a TAFE Certificate III in Disability Work or equivalent?

- Once employed by our service it is required that you undergo studies within 6 months to obtain this qualification.

Yes No (please circle)

Do you possess a Queensland Disability Service Positive Notice Card?

- It is a compulsory requirement to be able to work with Burdekin Flexible Support Service that you undergo a Criminal History Check to obtain a DSQ – Positive Notice Card.

Yes No (please circle)

Employment History: Please list the last two previous employers, positions you held, and length of time employed. *By nominating previous employers you are also giving consent to Burdekin Flexible Support Service to make contact with them.*

Name of Employer	Position Held	Length of time employed

Referees: Please list names and telephone numbers of two (2) people other than past employers who can be contacted, or attach written references.

Referee	Telephone Contact Number

Previous experience: Please list any work experience work in the Disability field.

Details of Experience e.g. type and where gained	Telephone Contact Number
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Special Interests, Hobbies and Skills: Please list below any special interests you have that may be of benefit to our Service Consumers.

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BURDEKIN FLEXIBLE SUPPORT SERVICE INC EMPLOYMENT PACKAGE

Hours available to Work: Please mark with a tick your availability to work.

Day	AM	PM	Overnight Sleep Shifts
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

If required in an emergency would you be: (please circle)

Able to commence work immediately:	Yes	No
Need time to arrange child care/family issues:	Yes	No
Be able to sleep overnight:	Yes	No

Criminal History: Do you have a criminal history and/or charges pending at today's date?

Yes No (please circle)

Motor Vehicle and License Information: Please tick **Yes** or **No** for the following questions:

Questions	Yes	No
Do you possess a current Queensland Driver's Licence?		
Do you agree to keep Burdekin Flexible Support Service Management informed of any changes in relation to the licence eg. Licence suspension?		
Is your motor vehicle reliable and roadworthy?		
Are you willing to use your own Motor Vehicle if required for Work purposes?		
Is this motor vehicle fully covered by comprehensive insurance?		
Do you understand you have to inform your vehicle insurance company if you use your private vehicle for work purposes?		
Does your licence enable you to drive both Manual and Automatic?		
Are you willing to provide current copies of the following: - Driver's Licence - Vehicle Registration papers - Comprehensive Motor Vehicle Insurance papers - DSQ – Positive Notice Card - First Aid/CPR Certificates		
Do you have a working mobile phone?		



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Medical Information:

(please circle)

- Have you had Hepatitis B inoculations? Yes No
- Are the Hepatitis B inoculations up to date? Yes No
- Are you prepared to commence Hepatitis B inoculations?
(within 3 months of being employed at Burdekin Flexible Support Service Inc, and at your expense)? Yes No
- Have you any pre-existing medical condition/s that may affect your work or limit you in your abilities to work?
eg. back injury, a spinal injury, allergies, etc. Yes No
- Have you any pre-existing or degenerative medical condition/s that may affect your work or limit you in your abilities to work?
eg. back injury, a spinal injury, allergies, etc. Yes No
- Do you have a history of Work Cover claims that may affect your work, or limit you in your abilities to work, or risk an aggravation of such injury?
eg. Back/spinal injury, allergies etc Yes No

General Information:

Burdekin Flexible Support Service Inc follows and supports the following Concepts, Philosophies, Policies and Legislation.

- Service User's right to: Choice, Privacy and Confidentiality, Respect and Inclusion.
- Commonwealth Disability Services Act 1986.
- Queensland Disability Services Act 2006.
- Queensland Disability Regulation 2006.
- Anti-Discrimination Act 1991 (Queensland).
- Disability Discrimination Act 1992.
- Privacy Act 1988.
- Privacy Amendment Act 2000.
- Equal Opportunity in Public Employment Act 1992.
- Workplace Health and Safety Act 1995.
- Queensland Disability Service Standards.
- SMOKE FREE workplace environment.

DECLARATION

I,,provide the information contained in this Employment Package in a true and accurate manner and have not withheld any information that is of detriment to Burdekin Flexible Support Service Inc; and to those the organisation serves.

Signature of Applicant:

Date of Application: