Job Advertisement Template (Participants)

* You can use this template to create your own job ad.
* The grey highlighted text in brackets provides prompts and examples you may find useful. To create your own ad, type over or delete the grey text and enter your information.
* Use the headings provided or delete or edit them to suit your needs.
* Even if you are using a job board that provides a template, you can use this one to plan what you want to include. Once complete, you may choose to copy and paste the ad into your own template or onto your own letterhead. Once complete, you can copy and paste your ad into your own template or onto your own letterhead.
* For more detail on how to create a job ad, please see the Advertise section of the online NDIS Workforce Capability Recruitment Resources.

*REMOVE THIS PAGE BEFORE POSTING*

(Role Title)

Location: State the location of work. It’s not a good idea to give your private address in an ad but you can indicate the general area. For example, ‘You will mostly be working in my home, located in the Brunswick area. I will ask you to take me to appointments in the general Melbourne area from time to time.’

Employment type and total hours: State how many hours you are offering per week. You can also indicate whether the role casual or permanent.

Working Hours: State the hours of work you require. For example, are working hours fixed or variable from week to week? Do you need a worker to start at a specific time or is start time negotiable? Is the work mostly on weekdays in business hours or does it include after hours or weekend?

Salary: State the rate of pay or pay range. This is usually expressed as an hourly rate or an annual rate. You can also indicate a range, depending on the skills and experience of the candidate.

About you: You may want to let applicants know something about you, your goals and interests. For example, ‘I like spending time outdoors and am looking for someone who shares that interest’ or ‘Your support allows me to live in my own home and do the things I want to do. This makes all the difference.’ Remember ads are public so avoid highly personal information.

About the work

Provide a brief description of the type of work your worker would be doing. For example, “I am looking for a support worker to:”

* Support me with personal care – I need help with showering and toileting
* Involve me in preparing my meals
* Encourage me to exercise more

Capabilities needed in the role:

Use the Capability Framework for ideas about what to include. Here are some examples:

* Build a relationship with me that is based on mutual respect and trust ([See Our Relationship](https://workforcecapability.ndiscommission.gov.au/framework/level#gen_ourRelationship_0_0))
* Take the time to get to know me and understand what I need and want (See [Support me](https://workforcecapability.ndiscommission.gov.au/framework/level#gen_supportMe_0_0))

Essential requirements:

Only list requirements that are absolutely necessary. If an applicant doesn’t have one of these, they should not apply.

* Current driver’s licence
* Have or be willing to obtain a first aid certificate

Additional requirements

Add any additional things you would like but that are not essential for example:

‘Having an interest in jazz music and basketball would also be an advantage.’

If you want to encourage people from diverse backgrounds and/or life experience, you could say something to show you are actively seeking these applicants, for example: ‘Personal experience of disability would be an advantage.’

How to apply: Let applicants know how to apply. Usually a 2 page CV and accompanying letter will give you enough information to shortlist applications. If you are using a platform, check the process for receiving applications. Otherwise, let applicants know where and how to send their application. For example, can they email or post it to you directly?

Enquiries: Let applicants know if they can contact you or someone you choose to get further information.