Job Advertisement Template (Providers)

* For more detail on how to create a job ad, please see the Advertise section of the online NDIS Workforce Capability Recruitment Resources.
* 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.
* You will be able to copy and paste your job advertisement to any platform that you are using to advertise a role.
* Create your job ad by completing the template below.
* You can keep the headings suggested or replace them with your own content. Click over the (text highlighted in grey and in brackets) to insert your own content. Keep your ad brief. Include only the key points likely to influence prospective applicants about applying: the type of work, location, pay and conditions, key requirements, and your organisational purpose and values.

*REMOVE THIS PAGE BEFORE POSTING*

(Role Title: Use common title if possible, for example Disability Support Worker)

Organisation: (Organisation Name)

Location: (Indicate geographic location/s of work and if work is in participants' own homes, group home, etc)

Hours & employment type: (State how many hours of work you are offering and whether they are variable or negotiable. Indicate if the role is casual or permanent.)

Salary: (State the hourly rate or salary)

About the company: (Include a brief statement about your organisation goals and values, including any benefits offered to employees.)

What the role involves:

* (Role task 1: Tell applicants exactly what the role will involve. Make sure you include any aspects of the role that might be challenging or unique to this role, so they are fully informed about what they might be doing. For example: Help NDIS participants with personal care requirements, including showering, bathing, or toileting.)
* (Role task 2: For example: Encourage, attend, and be involved in all social activities with NDIS participants.)

Essential requirements: (For example: NDIS Worker Screening Check, Driver’s Licence, First Aid Certificate, etc)

Desirable prior experience: (Use this space if you need your worker to have prior experience, for example working in the disability sector or providing a specific kind of support.)   
Capabilities needed for the role:

* (Capability 1: Use your position description and the NDIS Workforce Capability Framework to select 2-3 key capabilities.)
* (Capability 2: For example: Remain flexible to the changing needs of participants and work with them to provide the best support possible.)

Diversity and Inclusion: (Include a statement about diversity and inclusion. This may be encouraging applicants from diverse backgrounds or with lived experience to apply for the role.)

How to apply: (Different advertising platforms have different ways of managing applications. Check the process for the platform you plan to use. A CV and an application letter of no more than two pages should give you enough information to shortlist your candidates against essential requirements and capabilities.)

Enquiries: (Tell applicants where they can get further information about the role, including any further information available online, information sessions about the role or contacts they can reach out to.)