

Frequently asked questions..... ?

Can I apply for work in more than one area ?

YES; you can do some shifts in Nursing, some in Catering or some in Maintenance, if available.

Do I wear a uniform ?

YES; you are paid a uniform allowance, which covers the cost of your uniforms. The uniform is:-

White shirt (with embroidered logo) with short sleeves, collar is optional. (eg., a polo t-shirt)

Long shorts, pants or skirt (navy or black colour)

The Home will have the logo embroidered, at no cost to you.

Closed-in shoes are essential for all staff.

Please remember that your physical presentation at work is an indication of your respect for the Residents and your fellow staff members. It also identifies you as being a part of this Facility. Therefore, it is essential that your uniform is clean and tidy at all times.

Are there different times for work ?

YES; the Home is fully staffed 24hrs/day, 7days/week. This means the work times rotate for different shift times throughout the day. You may be required for early, afternoon or night duty shifts.

How will I be paid ?

Each fortnightly roster finishes on Sunday midnight, and the wages are processed the next day.

If you need further information, please contact



◆ the Manager

◆ the Director of Nursing or

◆ the Administration staff

Staff are always available to assist.

Mt Kooyong Nursing Home

Site address:

62 Mt Kooyong Road, JULATTEN

Postal address:

PO Box 89, Mt Molloy, QLD 4871

Tel: 07 4094 1279

Fax: 07 4094 1378

Email: admin@mtkooyong.com.au

Web: www.mtkooyong.com.au

or visit the Administration Centre for further details.

The STAFF INFORMATION SERIES are pamphlets designed to provide more information about the Home and about issues which relate to all staff. This information is valid as at 20-06-2013

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EMPLOYMENT INFORMATION

◆ How to apply

◆ What do I need ?

◆ Can I apply for different areas of work?

◆ FAQs



Employment applications

Required documentation

All staff must provide at morning training session:

1. Application for Employment
2. Resume
3. Tax File number
4. Full bank account details
5. Superannuation fund details/application
6. Current registration, if applicable
7. Record of Service, if applicable
8. Qld Police Certificate or receipt

Things you should know....

Before you will be considered for employment at Mt Kooyong, there are certain criteria which are mandatory. You must:-

1. provide the required documentation (listed above) on your first orientation morning training session
2. make a commitment to our Quality Standards policy
3. agree to abide by the Policies/Procedures of the Home.

It is important to know the Home is located in Julatten, so please give consideration to your transport and communications (eg., a no service area for mobile phones) prior to making your application for employment here.

Employment applications

So, did I get the job??



You will be notified within 7 days of your interview if you were successful and you will then be offered a position on staff.

Yes.... welcome !

Initially, you will be required to complete one orientation morning in the training room and two buddy shifts; these are "learning" shifts, i.e., you will be observing and learning from experienced staff on a real-time shift. This is 'hands-on' experience, designed to assist you to learn the procedures of the Home and familiarize yourself with the Residents and other staff.

Normally, the morning training is not remunerated, however the two buddy shifts are fully paid.

You will be advised of the starting date and time for these orientation shifts.

Please do not attend for duty if you have any contagious disease or if you have an easily-transmittable infection eg., severe cough or flu.

Employment applications

How to Apply

You should read this brochure carefully and make sure you understand all of the information.

Mt Kooyong is staffed by nurses, catering, maintenance and administration staff. You are welcome to apply for more than one of these areas if you are interested in a variety of employment. The Home is always interested in employing staff who are reliable, willing to learn and dedicated to caring for the frail aged population who are in residential care.

To apply for employment is a simple process; just complete an Application for Employment form and send it to the Administration Centre.



What happens then ?

Your Application will be assessed on the information you provide; it is *very* important that you give as much information as possible, to give us a full "picture" of you.

If your Application is successful, you may then be contacted for an interview; this will normally take place at the Home, to allow you to visit the facility and ask any questions you may have about the Home

When you attend the interview, you must bring all relevant documentation with you (a list is attached).