



Rural Lifestyle Options Australia



A Guide for Job Applicants

Helpful tips to kickstart your career with us



Why work for Rural Lifestyle Options Australia?

Rural Lifestyle Options Australia (RLOA) is an inclusive employer offering an authentic, respectful, compassionate, and innovative workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness, and we are committed to their professional development and engagement.

Our mission is “Building inclusive communities and valuing the contributions and unique talents and rights of all.”

We don't just help you excel at your job, we empower you to build capabilities that support your future career development and, where possible, promote from within.

In addition, we offer flexible working arrangements and a generous array of entitlements including:

- Permanent part-time and full-time positions
- Long shifts available for Lifestyle Support Worker roles
- Permanent and family friendly rosters for Lifestyle Support Worker roles so you can plan ahead
- A suite of employee reward and recognition programs
- A referral incentives program
- Salary packaging up to \$15,900 per FBT pro rata
- Novated lease option
- Meal entertainment and venue hire up to \$2,650 per FBT pro rata
- Discounted Private health insurance through HCF
- A supportive team environment
- Ongoing learning and development and career advancement opportunities



How do I apply?

Our preferred application method is through our SEEK job ads.

Please include a Cover Letter and Resume.

1) Your Cover Letter

You should use your cover letter to tell us how you meet the 'About the Role' requirements outlined in the job advertisement. Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

2) Your Resume

Tell us about your previous employment and your education.

Be sure to include:

- Your **Name** and **Contact details**.
- Your **Education** including any qualifications you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
- Your **Work Experience** including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.
- For direct support roles, details of your **current NDIS Worker Screening check** (or applicable state-based check – National Police Check for NSW and Yellow Card for QLD), relevant **Working with Children Check**, and **current First Aid/CPR Certificate**.



How does recruitment work at Rural Lifestyle Options Australia?

There are four main steps in the process:

1) Application

Job ads are advertised on Seek. RLOA receives your application (cover letter and resume) through our recruitment platform Elmo, from your seek application.

2) Shortlisting

Our People & Culture Team, and the relevant line area, will review and shortlist candidates whose applications best address the requirements of the position. Shortlisted candidates will be contacted to undertake a pre-screening telephone interview prior to invitation to a face-to-face interview, from our Elmo recruitment system.

3) Interview

Where possible, interviews are conducted face-to-face with representatives from the People & Culture Team and the relevant line area.

Your interview may take the form of a question and answer session, or any other form that is relevant to the position. We will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

4) Offer

Appointments to positions with RLOA are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, successful Referee Checks, and evidence of relevant certificates and screening checks. The offer will be made through our Elmo recruitment system.



What happens when I am offered a position with Rural Lifestyle Options Australia?

1) Acceptance of offer

Once a salary and start date have been agreed, you will receive an offer of employment through our electronic recruitment and onboarding system – Elmo.

It is important to note that you cannot commence working with RLOA without providing evidence of the required probity checks and qualifications.

Please ensure you have the following ready when working through your electronic offer:

- **Tax File Number**
- **Superannuation Fund** information (including your funds' Statement of Compliance)
- **Bank Account** Details
- **A photo of yourself** with a plain background to be used for your staff ID pass
- **NDIS Worker Orientation Module Certificate** (<https://www.ndiscommission.gov.au/workers/training-course>)
- **COVID-19 Infection Control Training Certificate** (<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>)
- **Copy of all relevant qualifications** (Minimum Certificate III in Individual Support or evidence of current enrolment or equivalent industry experience for direct support roles)
- **First Aid Certificate** (for direct support roles)
- **CPR Certificate** (for direct support roles)
- **Drivers Licence** – C class and insurances
- **Covid Vaccinations** – fully vaccinated
- **NDIS Worker Screening check** <https://www.ndiscommission.gov.au/workers/worker-screening-workers>
Once obtained, the NDIS Worker Screening Check is valid nationally.

To work in New South Wales, you will require a NDIS Worker Screening Check or a National Police Check (obtained prior to 1 February 2021 and no more than 12 months old) and may require a Working with Children Check.

- To obtain a NDIS Worker Screening Check: <https://www.service.nsw.gov.au/transaction/ndiswc-apply>
- To apply for a Working with Children Check please visit: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

To work in Queensland, you will require a NDIS Worker Screening Check or a Yellow Card (obtained prior to 1 February 2021 and current) and may require a Blue Card.

- To obtain a NDIS Worker Screening Check: <https://workerscreening.communities.qld.gov.au/workers>
- If RLOA also requires you to hold a Working with Children Check (Blue Card) in QLD, please remember to link your Blue Card application with your NDIS Worker Screening Check application.



- If you already hold a NDIS Worker Screening Check and need to apply for a Blue Card please visit: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

What happens after I have started working with Rural Lifestyle Options Australia?

1) Commencement – Induction and Buddy Shifts

For Lifestyle Support Workers, on your first day you will attend an Induction meeting at one of our offices to set up your access to RLOA's email and client management system, and work through our Induction program. You will then attend a Buddy Shift with a support worker at your Participant's home to ensure that you have received appropriate and relevant training prior to working one-on-one with your Participant.

For Office Staff, you will undertake Induction with your Line Manager on your first day.

2) Ongoing support throughout your employment

RLOA has a Supervision and Annual Performance Review process to ensure that you have dedicated opportunities to meet with your line manager and discuss your work with RLOA and your ongoing career goals, through our Elmo Human Resource Information System (HRIS).

In our Elmo HRIS – we have a mandatory training program for all staff and deliver specialist training as required.

Thank you for your interest in joining our amazing team!

We are so pleased that you are considering being part of Rural Lifestyle Options Australia's team. Our motto "Big enough to provide the service, small enough to look after you" flows through every aspect of our organisation, and if you feel that your values are in alignment with ours we would love to hear from you.