



Information for Job Applicants



SwanCare
GROUP

Overview of SwanCare Group

SwanCare Group, originally established in the early 1960's as Swan Cottage Homes, has been a leading provider of accommodation for older Western Australians for more than four decades.

Administered by a Board of Directors whose members are all volunteers drawn from leadership positions in the Western Australian corporate and community sectors, SwanCare Group employs a dedicated workforce of more than 350 staff who support the specialist qualifications and broad experience of the Senior Management Team.

A comprehensive Strategic Plan guides the organisation towards implementation of innovative operational systems that lead to superior performance and the highest quality of residential accommodation and services. By being responsive to the on-going needs and expectations of the community, SwanCare Group continues to remain a highly respected leader in the provision of accommodation and services to older Western Australians.

As we develop and grow, SwanCare Group will continue to fulfill the vision for being recognised as a specialist provider of retirement living, community services and aged care. As we embrace an exciting future, we are committed to building on our reputation for excellence in the provision of services to successive generations of older Western Australians.

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Our Vision

Excellence in the provision
of services to seniors.

Our Mission

Creating communities for seniors
that foster confidence,
self-worth and well being.



Our Values

What they mean to us ...

- | | |
|-------------------|--|
| Respect | We will create a living environment that allows individuals to openly express their concerns and feelings. We will uphold a commitment to equity, respect diversity and be considerate of individual differences where they exist. |
| Unity | We will work together in a spirit of harmony to provide mutual support to each other so that we may achieve the best possible outcomes, both at work and within Swancare Group communities. |
| Dignity | We will ensure that we recognise the worth of every individual and the contribution that they make to the well being of others. We will recognise the personal needs of residents in our care and ensure their own living space is respected and remains their own where this is possible. |
| Integrity | We will be open and honest in our dealings with our residents, their families, our staff, suppliers and those that we deal with each day. We will take personal responsibility for the decisions and actions we make in our dealings with all of these stakeholders. |
| Excellence | We will strive to obtain the best possible outcomes with the resources available to us and continually search for ways in which we may improve the quality of the services and opportunities we deliver to staff and to the residents in our care. |
| Community | We actively welcome the involvement of all stakeholders and undertake to provide sense of community and belonging to ensure the social, spiritual, cultural and health needs of all individuals are valued and respected. |

Guidelines for Job Applicants

These guidelines are to help you prepare your application and plan for the selection interview.

ENQUIRIES

If you would like further information about the advertised position you should make contact with the person whose name was included in the advertisement.

CLOSING DATE

Check the closing date for applications and ensure you submit your application within the time specified.

ELIGIBILITY

In order to be considered for the position, you must be able to show that you meet all of the essential criteria. Before preparing your application, check the essential criteria described in the enclosed job description and make sure you are eligible to apply.

PREPARING YOUR APPLICATION

All applicants who demonstrate in their application that they meet the essential criteria, and are more competitive in comparison with other applicants, will be interviewed.

This decision will be based on the information you provide in your application.

To apply for this position you need to submit the following:

1. Resume (Curriculum Vitae)

Your Resume should include the following information:

- Personal details.
- A summary of your work history starting with your most recent position. Include dates and give details of the type of tasks and responsibilities that were required in each position.
- Your education and training achievements (include any you are currently undertaking).
- Referees who can comment on your work experience.

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2. Statement of claims against the selection criteria:
The selection criteria specifies the minimum education, knowledge, skills and abilities required for the position.

When preparing your statement:

- Treat each selection criterion separately.
- Provide a brief statement which relates your experience, skills and knowledge to each criterion.
- Also briefly describe or list events/projects where you have used the required skills, aptitudes or knowledge.

3. Covering letter:

The covering letter is an introduction to your application and it should outline the reasons for wanting the job.



SUBMITTING YOUR APPLICATION

Please submit your application to the postal or email address mentioned in the advert. If a postal or email address has not been mentioned please make contact with the person whose name was included in the advertisement or else submit your application to our Human Resources Department.

Human Resources Department

Mail: Human Resources
SwanCare Group
26 Plantation Drive
BENTLEY WA 6102

Phone: 6250 0131

Fax: 6250 0039

Email: jobs@swancare.com.au

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APPLICATION CHECKLIST

Before you submit your application, make sure you have enclosed the following information:

- ✓ A Resume detailing your work history
- ✓ Photocopies of your education and training achievements
- ✓ A Statement of claims against the selection criteria
- ✓ A covering letter

PREPARING FOR THE INTERVIEW

All questions will relate to the position for which you have applied. The same questions will be asked of every applicant.

To prepare yourself for the questions you may be asked:

- Be aware what the job involves by reading the Job Description Form and Selection Criteria.
- Focus on the Selection Criteria and think of examples and work situations where you applied the relevant skills and abilities.

FURTHER INFORMATION

If you require further information please contact Human Resources, on 6250 0131.





www.swancare.com.au