

## **How to apply for an Aged Care Quality Assessor position**

Our recruitment process is run parallel with the steps required for becoming a registered Aged Care Quality Assessor, as outlined in the Registration Requirements document. The recruitment process is outlined below.

### **Completing your application**

Your application should consist of 4 components.

#### **1. Covering letter:**

A brief covering letter outlining your current employment, contact details and other relevant information relating to your application.

#### **2. Resume:**

Applicants are should submit a brief resume (not exceeding 3 pages) detailing relevant and recent work experience.

#### **3. Essential Criteria:**

Within your resume and Aged Care Quality Assessor Application form, you should address the key components of the position, as outlined below. Applicants need to outline their relevant work related practices and how they align with the required criteria.

- At least 4 years full-time (or equivalent part-time) work experience in a professional or management position of accountability involving decision-making; OR
- Be a Registered Nurse and have a minimum of 2 years relevant experience in the implementation and/or operation of quality management systems; and
- Experience in collecting, analysing & organising information;
- Excellent verbal and written communications skills;
- Proven organisational and planning skills;
- Ability to work as part of a team;
- Numeracy skills;
- Highly developed problem solving and conflict resolution skills;
- Intermediate computer skills; and
- Current drivers licence.

#### **4. Aged Care Quality Assessor Application form:**

A completed Aged Care Quality Assessor Application form must be submitted with your application. This can be downloaded at [www.accreditation.org.au/Employment](http://www.accreditation.org.au/Employment).

**Please ignore the reference to the application fee in Section 6 of the form.**

Each page of your application must contain a footer with your name, position applied for, State and date.

Applicants will be required to provide originals or certified copies of qualifications and certifications at interview. Please be aware that referees provided will be contacted prior to the Aged care industry panel interview. Applicants must ensure that referees have been notified that they may be called on to provide a reference.

The above 4 documents should be sent to [careers@accreditation.org.au](mailto:careers@accreditation.org.au) by the relevant close of business date outlined in the individual State advertisement.

### **Steps after application**

1. Candidates who are successfully short listed will be contacted to attend an Aged care industry panel interview.
2. Once completed, candidates will attend an Aged Care Quality Assessment course (arranged and paid for by the Agency) and an Orientation program.
3. Registration will be completed within one month of a successful candidate commencing with the Agency.