

HWNS Services

Casual Employees Recruitment Process

FAQ's – frequently asked questions

Tuesday 16th January 2018

Can I maintain my current casual position on FACS terms and conditions?

All casual staff who are interested in an ongoing casual position will need to participate in the recruitment process. Successful applicants will be employed on HWNS terms and conditions.

Do I need to apply for a casual position?

If you wish to continue working as a casual Support Worker for HWNS, yes you will need to apply for a position.

What happens if I don't apply for a position?

We will assume that all Support Workers who do not apply for a casual position with us are not wanting to continue working with HWNS and will not be offered shifts after 6th April, 2018.

Will I be able to apply for a part-time position?

Yes. If there is a vacancy for a part-time position you are welcome to apply for this. We will advertise the number of casual and part-time positions available within each region.

When will positions be advertised?

We plan to email all staff a list of vacancies per region by Friday 19th January, 2018.

What will the recruitment process involve?

Firstly, you will need to submit a written application for the role. We will provide you with a guide as to what is required when we post the job advertisements.

We will then be conducting assessment centres to facilitate the recruitment process. This is a group interview process where we ask small groups to attend a workshop style session for 3-4 hours. We use a number of customer based scenarios and activities to review how applicants perform and respond to problem solving and decision making tasks and we also observe interpersonal interaction between candidates.

We also consider an applicant's work history, qualifications, attendance at training courses and feedback from their Team Leader and Manager/s to make selection decisions.

Who will make the decision about whether I have been successful in my application?

The HR team members and the operational managers who participate in and observe applicants during the assessment centres will provide their recommendations to the HWNS Staffing Manager and/or Regional General Manager for consideration.

The Regional General Manager will also consider feedback gained from Team Leaders and CARs before making the final recruitment decision.

Will I need to undertake any induction training?

No, as long as you have completed the HWNS iinduct online course. If you have not yet completed the iinduct course you will not be able to attend the assessment centre.

When will I start on HWNS terms and conditions?

Successful applicants will commence on Friday 6th April, 2018.

Who will I report to?

Casuals will report to a HWNS Staffing Manager who is responsible for recruitment, scheduling and engagement with the casual teams in each region.

Will I get to work in the same services?

You may get to work in the same services and you may be asked to work in new ones.

Will I have to work in existing services?

We expect that there will be sufficient work for casuals in HWNS Services however where there is a need, and employees are interested, you may be asked to work in existing services from time to time.

What will be my rate of pay when I transfer to HWNS?

HWNS pays Support Workers in accordance with the Social, Community, Homecare, Accommodation and Disability Services Industry Award 2010 (SCHADSI Award).

The current rates of pay for casual workers, including casual loadings are:

Role	SCHADSI Classifications	FT/PT rate – base rate	Casual Rate at 1 December 2017
Support Workers	Level 2 Pay point 1	24.89	31.11
Support Workers	Level 2 Pay point 2	25.72	32.15
Support Workers	Level 2 Pay point 3	26.56	33.19
Support Workers	Level 2 Pay point 4	27.37	34.21
Support Workers	Level 3 Pay point 1	28.05	35.07
Support Workers	Level 3 Pay point 2	28.92	36.15
Support Workers	Level 3 Pay point 3	29.65	37.06
Support Workers	Level 3 Pay point 4	30.37	37.96
Snr Support Worker	Level 3 Pay point 5	30.70	38.38

Casual Support Workers are normally paid at Level 2.2, 2.3 of the Award, but those with significant experience may be paid more.

Will I maintain continuity of service?

No. When you commence with HWNS you will commence on a new employment contract with a start date of employment showing as Friday 6th April, 2018.

Where can I find a copy of the HWNS terms and conditions?

HWNS Support Workers are employed under the HWNS Community Services Enterprise Agreement 2013. A copy of this can be found in Wattson under Working with Us/ Awards and Agreements.

<https://hwns365.sharepoint.com/Workingwithus/Pages/Awards-&-agreements.aspx>

What happens if I am not successful?

We will notify all applicants of the outcome of the recruitment process as soon as possible following the assessment centres.

If you have been unsuccessful we will be unable to offer you shifts after the 6th April, 2018.

Where possible, you may also be considered for positions vacant in existing HWNS services.

Who can I talk to if I have questions or concerns?

If you have any additional questions, please contact the People Service Centre on 1300 266 320

