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We work on Ngunnawal land

Dear Applicant,

Women's and Children's Specialist Domestic Violence Worker

Thank you for your interest in our recently advertised position. Please find enclosed the job description, duty statement and selection criteria for your consideration in applying for this position. Read through all the information about the position before sending through your application.

**Documents required**

Your application should include your curriculum vitae (CV) and a cover letter containing

- a) a brief outline of your relevant experience,
- b) A word doc or pdf of your statements addressing the selection criteria, and,
- c) name and contact details of referees

Your CV should include all qualifications and work experience, both formal and informal, paid or unpaid. You may also provide details of your major areas of study or academic achievement and membership of any relevant bodies.

Two referees must also be nominated in your application. Both should be able to provide information on your work performance, leadership skills and suitability for the position. Please confirm with them that they will act as referees for you before you include them.

**Statements Addressing the Selection Criteria**

It is suggested that you use each selection criteria as a heading and outline your relevant claims and experience under each item. Your statements must be related to the selection criteria for the position.



It is essential that the information in this section is clear, relevant and fully presented, so that the selection panel can readily accept your claims. It is up to you to demonstrate to the panel that you understand the requirements of the position and have the experience, knowledge, skills and attributes for the position.

## Salaries and Conditions

The position is paid in line with the Community Sector Multi Enterprise Agreement (MEA) and schedule D10, starting at Level 5.1 depending on experience. Annual increases apply as per indexing and the Equal Pay Agreement under the MEA, along with increments along Level 5 depending on annual performance appraisals. The position is permanent part-time working 32 hours a week, across 4 days, Monday to Friday, between 7am and 7pm. Conditions are as per the agreement and Beryl's schedule attached to the MEA.

Aboriginal and or Torres Strait Islander employees are entitled to an extra public holiday during NAIDOC week and cultural leave up to three days paid leave per annum, and then ten days unpaid leave may be granted, with consultation and approval of the Manager. Employees are also entitled to special leave of another 3 days. Personal (sick or carer's) leave entitlement is 15 days and Annual leave is 5 weeks (accruable) per annum.

This position will be required to work the On-call and Back-up rosters. On-Call rates of pay will be paid in line with the MEA Schedule. All recall to work will be paid in TIL which will accrue as a minimum of 3 ordinary hours of work.

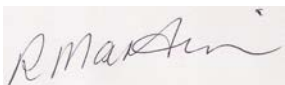
## Lodgement Date

Applications close 9am 11 February 2019. Eligible candidates will be contacted between 12-15 February to arrange interviews for Tuesday 19 February or Wednesday 20 February.

Send your application to:  
[employment@beryl.org.au](mailto:employment@beryl.org.au)

or  
Manager - Beryl Women Inc.  
PO Box 355  
Dickson ACT 2602

Yours sincerely



Robyn Martin  
Manager  
Beryl Women Inc.