

Form - Employee - Interview Questions – Social Support Group Coordinator or Assistant

Candidate Name: _____

Address: _____

Date: _____

Interviewers:
(panel member names) _____

**Intro. Provide a brief overview of Headway and the services that it provides -
including the following statement - (Panel member prompt)**

Headway Gippsland Inc. is committed to the safety and wellbeing of all children accessing our service, including the cultural safety of aboriginal children, cultural safety of children from CALD backgrounds and the safety of children with a disability. Headway has zero tolerance for child abuse, believes the rights of the child are paramount and they should feel safe and supported accessing our service.

We have specific policies and procedures in place to support and educate our staff and volunteers and all allegations and safety concerns will be treated seriously and acted upon immediately.

Can you tell me what you know about Headway Gippsland? _____

Tell us about yourself: _____

Are you looking for permanent or casual work?

Casual

Permanent

What is your availability?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
W1							
W2							

Comments: _____



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NDIS Worker Screening Check Yes No In Process #

Working with Children Check Yes No In Process #

Qualifications: _____

Level Two First Aid: Yes No Provide CPR: Yes No

Drivers licence: Yes No #

Car Insurance: Full comprehensive required for any position that delivers support or services
(Will need to note on policy that vehicle is used for work purposes)

Comprehensive Yes No 3rd Party Yes No

Do you have any pre-existing health conditions/problems that may prevent you from performing any of your duties if you are successful? Yes No

Why have you applied for this position? What skills or experience do you believe you could offer this role?

Applicant's comments

The NDIS Scheme was legislated in 2013 – have you had any experience with people with a disability or the NDIS scheme and “how do you think it benefits the people we support”?

Applicant's comments

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Part of this role is networking/promotion of the groups and looking at opportunities for growth and development of the groups. Tell us how you could contribute to this?

Applicant's comments

What do you think the active service model is and how could you implement this in your day-to-day work?

Applicant's comments

You are out in the community with your group. A member of the public comes up to one of the participants and starts asking questions about another of the participants and what the group is doing. The participant begins to tell the person about Headway, what the group is doing and personal information about another participant. What do you do?

Applicant's comments

Tell us what experience you have had with person-centered planning and a time when you have used this in a work setting.

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In your role as Social Support Coordinator, you are expected to supervise and guide not only the group but the Assistant Coordinator and any volunteers. You notice there may be some issues between the Assistant and one of the volunteers, these include disagreements over processes, some raised voices within the group, and some participants have told you they don't think the assistant and the volunteer get along very well. Can you tell us about what you would do?

Do you have any further information that you would like to add to this application?

Closing. Provide a brief overview of process from here including timelines -

(Panel member prompt) Thank you for attending this interview, it has been a pleasure meeting you and learning a little more about your experience and skills

If you are successful, when are you available to commence? _____

Advise timeline that the Applicant will be advised whether they are successful or not

If they are successful, they will be sent a letter of offer and a request for documentation to be provided. Once this is completed and returned, they will be sent a contract and position description.

Panel member comments (proceed with employment yes/no) state concerns or comments

Signature of Panel member: _____