

Dear Applicant,

**INFORMATION REGARDING APPLYING FOR A POSITION AT
GREYSTANES DISABILITY SERVICES**

Thank you for considering Greystanes Disability Services (Greystanes) as your potential employer.

To make the employment process as simple and straightforward as possible, the following information has been included in the Employment Package.

- Position Description
- Application for Employment

You may also wish to view the following videos on our website at www.greystanes.org.au

- Greystanes Community Living Active Support (2014) and
- Leura Day Options Active Support (2013)

Simply log on to our website, click on the Resources Tab, then on the Video Library option and the videos should be available. These resources will provide you with an insight into Active Support and the level of disability of the people we support.

If you would like any further information, please contact me as follows:-

Address: PO Box 7229
Leura NSW 2780
Phone: (02) 4784 1118
Fax: (02) 4784 3920
Email: jcottee@greystanes.org.au

Please note that part of our recruitment processes a current Working with Children Check (for potential employees in child related positions) as well as a Police Check Clearance will need to be provided. These will be at your own expense. Additionally, applicants must have completed the NDIS Worker Orientation Module "Quality, Safety and You" (available at www.ndiscommission.gov.au/workers/training-course and a copy of the Certificate of Completion will need to be included with your application.

If you would like any further information, please contact me as above:-

Yours sincerely,

John Cottee
Human Resources Coordinator