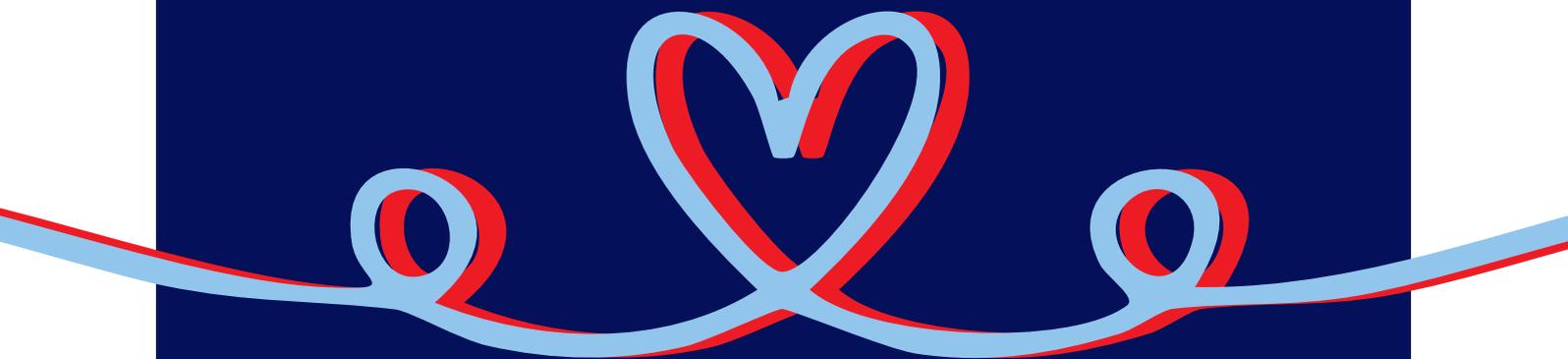


**CARE FORCE**

*Employer*  
**ATTRACTION  
& RETENTION  
TOOLKIT**



This Toolkit is design for aged care sector employers across the Illawarra and South Coast region. It has been prepared as part of the CareForce Project, an initiative designed to support employers and job seekers and to promote the benefits of working in aged care.

At CareForce, we're passionate about transforming the way people think about aged care. As one of the fastest-growing sectors, aged care offers not only a fulfilling career but also the chance to make a meaningful impact on the lives of others.

Aged care is so much more than the outdated stereotypes. It's about building relationships, improving quality of life, and creating lasting change in our communities.



## Employer Opportunities

If you are an aged care employer in the Illawarra or South Coast region we invite you to be part of the CareForce Employer Network.

Benefits of being a CareForce Network employer:

- You will receive invitations to attend our Career Accelerator Days, that are free for employers to attend. Connect with job seekers who are keen to start work in the aged care industry.
- Your vacant positions will be advertised in our fortnightly Job Seeker newsletter, without you having to do any extra work. We'll search your job listings and add them to our mail out.
- Receive the CareForce Employer Newsletter which alerts you to employer opportunities, CareForce events and other aged care related news.
- Your logo and website will be displayed on the CareForce Hub website ([www.careforcehub.org](http://www.careforcehub.org)).
- You'll be part of the initiative that is promoting aged care as a rewarding career and encouraging people to consider a role in aged care as meaningful and rewarding.
- Networking opportunities with other aged care providers in your region.

Interested in being part of the CareForce movement? Contact us today at <https://www.careforcehub.com/contact-us>.

## Employment Specialists - Illawarra & South Coast

Organisation	Description	Contact details
AKG	Employment service	07 3727 1300 <a href="http://akg.com.au">akg.com.au</a>
atWork Australia	Employment service	1300 080 856 <a href="http://atworkaustralia.com.au">atworkaustralia.com.au</a>
Campbell Page	Employment service	1300 139 920 <a href="http://campbellpage.org.au">campbellpage.org.au</a>
Eurobodalla Job Shop	Employment service & newsletter - South Coast	02 4474 7380 <a href="http://esc.nsw.gov.au/community/community-and-family-services/the-job-shop">esc.nsw.gov.au/community/community-and-family-services/the-job-shop</a>
Illawarra Aboriginal Corporation (IAC)	Indigenous employment specialist	02 4211 0601 <a href="http://www.iac.org.au/careers">www.iac.org.au/careers</a>
Inclusive Employment Australia	Disability employment specialist	1300 080 856 <a href="http://atworkaustralia.com.au/iea">atworkaustralia.com.au/iea</a>
Regional Industry Education Partnerships (RIEP)	Connects employers with schools	<a href="http://www.nsw.gov.au/education-and-training/vocational/vet-programs/regional-schools-industry">www.nsw.gov.au/education-and-training/vocational/vet-programs/regional-schools-industry</a>
Workforce Australia	Employment service	1800 805 260 or employer hotline 13 17 15 <a href="http://workforceaustralia.gov.au">workforceaustralia.gov.au</a>

## Training Specialists

Organisation	Description	Contact details
Apprenticeship Careers Australia	Specialist apprenticeship organisation	1300 765 155 <a href="http://www.apprenticeshipcareers.com.au">www.apprenticeshipcareers.com.au</a>
Apprenticeship Support Australia	Specialist apprenticeship organisation	1300 363 831 <a href="http://www.apprenticeshipsupport.com.au">www.apprenticeshipsupport.com.au</a>
ITec Academy	Training provider	02 4223 3100 <a href="http://itecacademy.edu.au">itecacademy.edu.au</a>
Kiama Community College	Training provider	02 4232 1050 <a href="http://kcc.nsw.edu.au">kcc.nsw.edu.au</a>
National College of Vocational Education	Training provider	02 4478 2500 <a href="http://www.ncve.edu.au">www.ncve.edu.au</a>
South Coast College	Training provider	02 4472 9202 <a href="http://southcoastcolleges.edu.au">southcoastcolleges.edu.au</a>
TAFE	Training provider	131 601 <a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>
Training Services NSW	Support for apprenticeships, traineeships, adult education	13 28 11 <a href="http://Training Services NSW">Training Services NSW</a>
UOW College	Training provider	02 4252 8804 <a href="http://www.uowcollege.edu.au">www.uowcollege.edu.au</a>

## Tips for attracting and retaining a skilled workforce



Draw on the support of recruitment and training specialists listed in this Toolkit.

There are many specialist recruitment and training organisation that exist to assist employers and job seekers to find resources and training options in the Illawarra and South Coast.

Training providers often have work ready students about to finish their course qualifications and can facilitate interviews or send you resumes of people seeking new roles. Talk to the experts about what you need.



Discuss opportunities for additional wage incentives with the contacts in this Toolkit.

If you are considering hiring someone under a traineeship, apprenticeship, or someone with a disability there are financial incentives for employers through the Australian Government.

Options include school based apprenticeships, pre-apprenticeships and Australian apprenticeships as well as traineeships. There are also many options for hiring someone with a disability.

A specialist provider can help you fill out the paperwork required and advise you on the financial incentives available.

## Tips for attracting and retaining a skilled workforce



Ensure your recruitment and onboarding processes are supportive for new employees

Starting a new role can be overwhelming for some people. Having a welcoming and orderly process for guiding employees through their first weeks at your organisation is vital to retaining employees long term.

- Doing an audit of your onboarding processes can highlight areas for improvement. You could ask staff members who have been in their roles for over six months what they thought of the onboarding procedure and what they recall about their first days at work.
- Ensure you have the right staff members to welcome your new employees on board. A positive and welcoming start can make all the difference to a new employee's impression of the role and your organisation.
- Consider setting up a 'buddy' system where a new employee can ask questions of an established employee at any time.
- Check in regularly with your new recruits to see how they are feeling.
- Ensure you sell the full benefits of the role including flexible hours, salary packaging, career advancement and employment continuity. Other things to advise your new employee of might include transferable long service leave arrangements, discounts like the Fitness Passport scheme or a social committee at your organisation. Even small benefits can make a big impression.

### Tips for attracting and retaining a skilled workforce



Get involved with the CareForce initiative!

**Becoming a CareForce Network employer is free with no obligation.**

Benefits include:

- Your logo and website links on the CareForce Hub website at [www.careforcehub.org](http://www.careforcehub.org).
- Invitations to Career Accelerator Days that place aged care employers and job seekers in the same place at the same time! Talk to job seekers who are ready to start work now.
- We'll advertise your vacant roles in the CareForce Job Seeker newsletter!
- Receive updates and opportunities in the CareForce Employer Newsletter.



*Aged care is more than  
just a job*

**CAREFORCE**

[www.careforcehub.com](http://www.careforcehub.com)

