



Becoming an MMT Care Support Worker

What you need to know

Making Memories Together



Recruitment Journey



To ensure that you are best prepared, we recommend completing the following requirements as you progress through the different stages.

By law, Disability Support workers are required to have certain documentation prior to commencement. This includes a **NDIS Worker Screening Check**, **Working with Children's Check/Blue Card**, and current **First Aid/CPR Qualifications**.

Stage 1 Application To start your recruitment journey with us, you will need to submit an application in our [Careers Portal via SEEK](#).

- ✓ **Resume & Cover Letter**
Have these documents ready outlining your work background, skills, and accomplishments.
- ✓ **Answer some basic questions about YOU**
We are interested to know all of our candidates more than just their work background. We want to understand what gets you going.

Stage 2 Interview Assessment Should you be successful in moving to this stage, a member of the MMT Care team will be in touch to arrange an interview with you.

- ✓ **Come Ready to Share**
Please come prepared and able to tell us in further detail, your stories, experiences, skills, and how your personal motivation would enhance the lives of the clients we serve.
- ✓ **NDIS Worker Screening Check**
In your application, please nominate "MMT CARE" and the employer ID "4-CWFBKQI".
[🔗 QLD](#) [VIC](#) [NSW](#)
- ✓ **Working with Children's Check/Blue Card**
[🔗 QLD](#) [VIC](#) [NSW](#)
- ✓ **Review your Availabilities**
Assess your schedule carefully and prepared to tell your interviewer when you can and cant work.



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Recruitment Journey



Stage 3 ● Post Interview

We will be in touch with the outcome of your interview shortly after. As soon as you hear back from a successful outcome, please also have these key requirements completed as soon as possible.



First Aid & CPR

You will need to seek an external training provider, book then complete training, and obtain your certifications.



NDS Modules

This includes a [compulsory orientation course](#) that will help better equip you to support people with disabilities. MMT Care will also require you to complete the [NDIS Safe & Enjoyable Meals](#) module as part of your onboarding

Stage 4 ● Offer & Onboarding

We will soon send you a link to complete your onboarding via our ELMO Portal. This will involve you being ready to:



Provide the rest of your Documentation

This includes your 100 Point ID, Proof of Legal Right to Work, Driver's Licence, Car Rego/Insurance and other Qualifications.



Complete Employment Forms

Provide your details and acknowledge some of our policies so that be able to get you started.



Undertake some Training Modules

Complete this **after** you have completed all required forms and provide all documentation. The training modules are designed to ensure you have the skills to hit the ground running.

Once completed, you will officially become part of the MMT Care Team! We are excited to work with you to make a meaningful difference to the clients we serve.



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Your Practical Checklist



To ensure that you have all the recommended requirements and are most prepared, feel free to use and print off this checklist. Tick as you go! 

Refer to the Recruitment Pack for a more detailed description of each of these tasks

Stage 1: Application

- ☐ Prepare Resume and Cover Letter
- ☐ Submit an Application via SEEK

Stage 2: Before the Interview

- ☐ Interview Preparation
- ☐ NDIS Workers Screening Check
- ☐ Working with Children's Check
- ☐ Review your Availabilities

Stage 3: Post-Interview

- ☐ First Aid & CPR
- ☐ NDS Modules

Stage 4 Offer & Onboarding

- ☐ Provide the rest of your Documenttton
- ☐ Complete all Employment Forms
- ☐ Undertake MMT CARE ELMO Training Modules
(After you finish documentation and forms)

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