

## Job Representative nomination form

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

(ANF material will be sent to home address unless specified)

Home Ph No: \_\_\_\_\_ Mob: \_\_\_\_\_

Work Phone No: \_\_\_\_\_ Ext: \_\_\_\_\_

Work / Home Fax No \_\_\_\_\_

Email: \_\_\_\_\_

Workplace: \_\_\_\_\_

Work Area: \_\_\_\_\_

Membership No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Financial members nominating the above member as Job Rep:

1. Name: \_\_\_\_\_

Workplace: \_\_\_\_\_

Membership No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Name: \_\_\_\_\_

Workplace: \_\_\_\_\_

Membership No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I don't want to be a Job Rep but I would like to be a Contact\*

\*An ANF Contact only distributes information in the workplace and is not eligible to attend the Delegates Conference or receive discounts on education.

## Top 10 reasons ANF members become an ANF Job Rep

1. contribute to the improvement of nurses', midwives' and personal care workers' wages and working conditions which are intrinsically linked to patient, resident and client outcomes
2. resolve problems or disputes at your workplace
3. develop your leadership qualities
4. be the first to receive the latest news from ANF
5. be involved in the direction of ANF
6. learn to help members help themselves to resolve workplace issues
7. attend the ANF (Victorian Branch) Annual Delegates Conference, and Delegates Dinner with entertainment and expenses paid courtesy of ANF
8. have access to free Job Rep education and gain a better knowledge of awards, agreements, entitlements and workplace negotiations which can improve your confidence and career options
9. receive significant discounts off the cost of the ANF Education Centre professional development courses, seminars and conferences
10. be eligible to win the \$1000 ANF Hannah Sellers Job Rep of the Year Award

To become an ANF Job Representative complete the form inside and post to:

ANF (Vic Branch)  
Box 12600 A'Beckett Street PO  
Melbourne Vic 8006

Or call your ANF Organiser on 9275 9333 or  
1800 133 353 (regional Victoria).

[www.anfvic.asn.au](http://www.anfvic.asn.au)

Authorised by ANF (Vic Branch) Secretary Lisa Fitzpatrick, 2010



# Become an ANF Job Rep



## Support your colleagues



## What does an ANF Job Rep do?

The Job Rep is the vital communication link between the ANF office and the workplace - every hospital ward/unit, health centre, health service and aged care facility. Job Reps are elected by their colleagues to represent members in their workplace.

Job Reps distribute ANF information to members in the workplace. With ANF support, Job Reps recruit new members and assist members when they have an industrial or professional issue and may need ANF advice, information or representation.

## Will it be too much work?

You decide your level of involvement which you can vary according to your available time and energy. Some Job Reps only distribute information such as brochures and posters in the workplace and others like to be more involved in the union's activities.

**Stacy Kay**  
Midwife, Goulburn Valley Health

"There were no Job Reps on our maternity unit and I wanted to provide a voice for myself and colleagues. I also wanted to gain an understanding of our rights and entitlements."



## I've never done anything like this

You don't need any experience. ANF officials and staff will support you all the way. You can call the ANF office for advice and assistance on any issue - big or small. You will also get support from other Job Reps and members in your workplace.

We provide you with free training on how to carry out your role. Your ANF Organiser and the ANF Information Line will provide you with support, advice and assistance. You'll also receive a regular newsletter with the latest ANF news.

## Support from ANF

The ANF (Vic Branch) provides free training to assist you with building confidence in your role.

## The five key roles of a Job Rep

1. representation of members at your workplace and promotion of ANF's policies and activities
2. recruitment of ANF members and other Job Reps and Contacts\*
3. involve and support members at a local level
4. resource for the members at your workplace and ANF office
5. referral of members to seek advice, information or assistance directly from ANF and/or your workplace

**ANF staff and officials will support, advise and assist you every step of the way**

**Julian Yap**  
Registered Nurse, Sunshine Hospital

"Becoming a Job Rep will keep you informed of your rights and roles and improve your working conditions in the workplace. Working together makes a big difference to advance nursing practice."



## What you don't have to do

The Job Rep role is voluntary and your time is valuable.

- You're not expected to solve all members' problems at your workplace. In many cases advising a member to call the ANF Information Line is all the help that is required (ie helping members to help themselves). Your ANF Organiser and other workplace Job Reps can also support and assist you.
- You're not expected to know everything contained in industrial awards and agreements. Advise members to call the ANF Information Line on 9275 9333 or 1800 133 353 (regional toll free)
- You're not expected to be on call to members.
- You can stop being a Job Rep at any time you choose - either permanently or for a short period.

## All you need is:

- a belief in democracy at the workplace and that nurses are entitled to a fair go
- a desire to improve nurses', midwives' and personal care workers' ability to properly care for their patients, residents and clients
- a sense of humour
- willingness to assist others
- tolerance, patience and a little confidence

\* An ANF Contact is a member who only distributes information in the workplace. They are not an elected Job Rep.

**Helen O'Keefe**  
ANUM, Yarraman Nursing Home

"I wanted to be a member of a professional group that stands for improving conditions for nurses. As a Job Rep I can be a resource and support for the staff."

