

INFORMATION FOR APPLICANTS

SUPPORT WORKER

1. APPLICATION FOR EMPLOYMENT

All applicants must complete the attached Application for Employment Form (EMP42). Forms are also available on the NOSS website at www.nossinc.org.au or the NOSS Office. The Application must be accompanied by a Resume and a written statement addressing the selection criteria listed below. Applications without addressed selection criteria will not be considered.

All applications must be submitted by 5.00 pm on the closing date nominated in the advertisement to The General Manager, NOSS, 49 York Street, Launceston.

2. POSITION DESCRIPTION

AWARD: Social, Community, Home Care and Disability Services Industry Award, 2010

GENERAL:

Northern Occupational Support Service inc is a not for profit organisation funded by both State and federal governments. The Service offers support and skills development to people with a disability through its Community Access Program and an Australian Disability Enterprise (Bluegum Grounds Maintenance). Support Workers are responsible for:

- assisting people with a disability to access the community to pursue their chosen social, leisure, educational and vocational activities
- providing skills development training to people with a disability.
- enabling people with a disability to achieve their maximum potential as members of the community
- enabling people with a disability to further their integration into the community through accessing a variety of community based activities

In the provision of a quality service, Support Workers will adhere to all NOSS Policies and procedures including the Mission Statement, NOSS Goals (copy attached) and NOSS Employment Manual and understand and comply with Commonwealth and State Disability Service Standards.

DUTIES:

1. Provide support to clients in social, recreational, educational and vocational activities.
2. Ensure the personal care and safety of clients.
3. Assist in the identification, documentation and assessment of clients' individual needs.
4. Assist in the development, implementation and review of clients' Individual Personal Plans.
5. Maintain effective communication and positive relationships with relevant stakeholders, including family members, residential services and community contacts.
6. Administer prescribed medication in accordance with established policies and procedures.
7. When necessary provide a roadworthy vehicle to safely transport clients.

8. Complete reports promptly as required including daily reports and incident reports.
9. Account for clients' community access expenditure.
10. Attend meetings as required, including Performance Appraisals, Individual Personal Plan meetings and staff meetings.
11. Participate in staff development and training as required.
12. Act as a positive role model in terms of dress, language and behaviour.
13. Ensure work practices comply with NOSS work health and safety policies and procedures.
14. At all times work according to NOSS policies and procedures and NOSS Employment Manual.

3. SELECTION CRITERIA

The following criteria will be considering applicants for this position:

1. Awareness of the rights and needs of people with a disability;
2. Ability to undertake assessments of participants' strengths and needs;
3. Good written and verbal communication skills;
4. Ability to use initiative, set priorities and work with general supervision;
5. Ability to communicate, with people with a disability who are verbal and non-verbal;
6. Experience working with people with a disability;
7. A roadworthy vehicle;
8. A manual driving licence.

4. NOSS GOALS

The goals of Northern Occupational Support Service Inc are:

1. To enable people with a disability to engage in their chosen social, leisure, learning and employment activities.
2. To enhance the self image of people with a disability and promote their acceptance as valued and productive members of their community.
3. To provide opportunities for people with a disability to integrate into their community.
4. Whenever appropriate to use existing generic services and resources in the community to meet the individual needs of people with a disability.
5. To provide opportunities for people with a disability to increase their social networks and develop new friendships.
6. To develop employment opportunities for people with a disability.
7. To empower people with a disability to make informed choices.
8. To assist people with a disability to maintain and develop social, recreational and vocational skills.

APPLICATION FOR EMPLOYMENT

POSITION
Closing Date:

NAME	DATE

Contact details	
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Address

Contact Phone number	Mobile
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Email

Formal Qualifications		
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Qualification	Training Provider	Year Completed

Relevant Experience	Please briefly list any experience relevant to the position and attach a current Resume
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Availability

When are you available to start work?

What days are you available?

References	include at least two referees including one relating to your last relevant employment
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Name	Position
Phone	Mobile

Name	Position
Phone	Mobile

Name	Position
Phone	Mobile

Selection Criteria

Please attach a written statement addressing the relevant selection criteria (a short paragraph for each criteria). Applications without addressed selection criteria will not be considered.

Other	
Please provide details of any health problems or medical conditions that may affect your ability to perform the tasks associated with this position.	
Police Check	
NOSS has an obligation to ensure that all persons engaged by the organisation who are involved in any way with consumers are fit and proper persons and have no convictions recorded or actions taken against them, in Australia or overseas, involving abuse, assault or neglect. Should this application be successful, you will be required to provide a National Police Check.	
Declaration	
I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment.	
I hereby authorise NOSS to perform all checks of my employment credentials in order to assess my suitability for the above position. This may involve discussions with any or all of my nominated referees, my previous employers, or any other persons which NOSS believes may have information relevant to my employment. I understand that my current employer will only be contacted if NOSS is proposing to offer me a position.	
Signed:	Date:

Information for Applicants
Further Application Forms and Information for Applicants are available from the NOSS website - www.nossinc.org.au or from the NOSS Office.
Applications must be submitted by the closing date to The General Manager, NOSS 49 York Street, LAUNCESTON TAS 7250
Please ensure that you have signed your Application and attached the following:
Addressed Selection Criteria <input type="checkbox"/>
Resume <input type="checkbox"/>

OFFICE USE ONLY	
Application unsuccessful	
Letter of advice sent	
Application successful	
Interview scheduled?	Date:
Interview unsuccessful?	Letter of advice sent
Offer of Employment	
Orientation scheduled for	
Classification	Pay Point
Letter of Employment dated	
Employment database updated?	
Police Check received?	