

ENTRY POLICY

INTRODUCTION

Entry into the NOSS community access program and Bluegum workcrew depends on the individual needs of a person, the availability of resources and specific entry criteria.

All applicants will be treated equally and assessed on their merits in accordance with the NOSS Anti-Discrimination Policy and the NOSS Equal Opportunity and Affirmative Action Policy. Specific needs of people from different cultures including non English speaking and Aboriginal/Torres Strait Islander background will be taken into account.

All referrals are subject to the availability of a vacancy or appropriate funding.

GUIDELINES

COMMUNITY ACCESS

1. Referrals should be directed to the General Manager on a Referral Form – Community Access.
2. All applicants must:
 - (a) behave in a manner which does not present a danger to self or others.
 - (b) be over 15 years of age.
 - (c) be motivated to participate in NOSS activities
3. NOSS reserves the right to refuse service to any client who cannot be safely supported in the community.
4. A meeting will be held between the General Manager, Community Access Manager, the applicant and their advocate to discuss their suitability and NOSS service conditions.
5. All new clients will be given an orientation package including information brochures and relevant policies.
6. Any new client (or his/her person responsible) will be required to sign the NOSS Client Service Agreement and Consent Form.
7. All information relevant to the client's safe support will be provided prior to commencement including the completion of a Client Details Form.
8. The client will meet the proposed support worker to ensure compatibility prior to commencement.
9. Permanent placement will be dependent on a trial period of at least one month. NOSS may, at the General Manager's discretion, provide one to one support for an initial period in order to safely assess support needs.

BLUEGUM GROUNDS MAINTENANCE

1. Referrals should be directed to the General Manager on a Referral Form - Bluegum
2. Any applicant for the Workcrew must:
 - behave in a manner which does not present a danger to self or others;
 - be over 18 years of age.
3. All applicants will be screened and prioritised against the following criteria:
 - motivation to participate in the workcrew
 - health and physical fitness
 - need
4. NOSS reserves the right to refuse service to any crew member who cannot be safely supported at Bluegum.
5. An interview will be held between the General Manager and/or Workcrew Manager and the applicant who will be invited to bring a support person.
6. A Police Clearance to be supplied at the interview if possible, or as soon as possible thereafter.
7. The interview will be recorded on an Bluegum Interview Form and include:
 - determination of suitability of applicant
 - a brief overview of the Workcrew
 - details of employment conditions
8. If the application is successful:
 - a starting date and probationary period will be set
 - the applicant will provide all information relevant to their safe support prior to commencement, including the completion of a Crew Member Details Form.
 - NOSS will provide an information package including brochures, information on advocacy and relevant policies.
 - The applicant will complete all relevant forms (ie Tax File Number Declaration, Pay Authority, Consents)
9. Bluegum will issue a Letter of Appointment which will be signed by the applicant and returned with all other forms returned prior to commencing work.
10. Upon commencement, an Orientation session will be held based on the Workcrew Manual, at which all Workcrew rules and the rights and responsibilities of the crew member will be explained.
11. A Probation Assessment will be completed by the Workcrew Manager at fortnightly intervals and any relevant issues discussed with the applicant.

12. At the end of the probationary period, a meeting will be held between the Workcrew Manager and the applicant to determine the applicant's suitability. The probation period may be extended at the discretion of the Workcrew Manager. Upon successful completion of the Probation, the applicant will be informed in writing of their permanent employment.
13. Should an applicant be found to be unsuitable at any stage in this process, the applicant will be notified in writing.

BLUEGUM ENTRY FLOWCHART

