

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 the appropriate Referral Form.
2. All applicants must:
 - (a) have a disability which:
 - is attributable to an intellectual, psychiatric, sensory or physical impairment or a combination of such impairments;
 - is permanent or likely to be permanent; and
 - results in a substantially reduced capacity of the person for communication, learning or mobility and the need for ongoing support services;
 - (b) behave in a manner which does not present a danger to self or others.
 - (c) be over 15 years of age.
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 relevant client information will be provided by their advocate prior to commencement.
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 the appropriate referral form
2. Any applicant for the Workcrew must:
 - (a) have a disability which:
 - is attributable to an intellectual, psychiatric, sensory or physical impairment or a combination of such impairments;
 - is permanent or likely to be permanent; and
 - results in a substantially reduced capacity of the person for communication, learning or mobility and the need for ongoing support services;
 - (b) be in receipt of a non-activity tested payment such as Disability Support Pension;
 - (c) behave in a manner which does not present a danger to self or others;
 - (d) be over 15 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. An interview will be held between the General Manager, Workcrew Manager, and the applicant who may bring a support person.
5. A Police Clearance to be supplied at the interview if possible, or as soon as possible thereafter.
6. The interview will include:
 - determination of suitability of applicant
 - a brief overview of the Workcrew,
 - details of employment conditions,
7. 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.
 - NOSS will provide an information package including brochures, information on advocacy and relevant policies.
 - Relevant forms will be completed (ie Tax File Number Declaration)
8. Employment Agreement to be signed and all forms returned prior to commencing work.
9. An Orientation session will be held at commencement at which the Workcrew Manual explained.
10. A Probation Assessment will be completed by the Workcrew Manager at fortnightly intervals and 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.

11. At any stage during this process, should an applicant be found to be unsuitable, the applicant will be notified in writing.

BLUEGUM ENTRY FLOWCHART

