



APPLICATION for EMPLOYMENT

Support Worker

Information for applicants

All applicants must complete the Application for Employment Form. To be considered, the application must be accompanied by a resume and a written statement addressing the Primary Functions listed in the attached Position Description.

Name and contact details

Name:

Address:

Phone Number:

Email:

Formal Qualifications – list here or provide in your resume

Qualification	Training Provider	Year Completed

Relevant experiences and interests/hobbies – list here or provide in your resume

Availability

When would you be available to start work?

What days are you available?

What type of vehicle do you have available to transport clients?

Referees: provide at least two referees, including one who supervised you in your last position/course

Name	Position	Phone number

Selection criteria/primary functions

Please attach a written statement addressing the relevant selection criteria (a short paragraph for each criterion).

Health and Medical

Have you any health problems or medical conditions that may affect your ability to perform the tasks associated with this position? Yes No

If 'yes', please provide details:

Police Check

NOSS has an obligation to ensure that all persons engaged by the organisation 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 and current Working with Vulnerable People Card with NDIS Worker Screening endorsement.

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 Tasmania Inc 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:

Submitting your application

Applications may be submitted:

- online through the website;
- via email to admin@nossinc.org.au; or
- to The Recruitment Officer, NOSS Tasmania Inc., 49 York Street, Launceston TAS 7250

Please do not hesitate to contact the office on 03 6334 4911 if you have any questions or would like to talk to the hiring manager.

I have read the Position Description and completed the following documents:

Application form

Resume

Statement addressing the selection criteria



POSITION DESCRIPTION

Support Worker

Organisation summary

About us

NOSS Tasmania Inc (NOSS) is a not-for-profit association that commenced operation in August 1991 as Northern Occupational Support Service and was incorporated in 1992.

NOSS is registered by the NDIS to support, train and employ people living with a disability.

Vision

Independence and a fulfilled life for everyone

Mission

Supporting people with disability to enrich their quality of life and achieve their dreams

Values

Name	Description
Empathy and respect	We treat each other with kindness, care and dignity
Empowering and enriching	We are client focussed and empower our people to be the best version of themselves
Excellence	We strive for excellence through innovation and curiosity
Ethical	We are professional, transparent and accountable

Position summary

Award and general outline

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

In the provision of quality person-centred supports, Support Workers will:

- adhere to all NOSS Policies and procedures including the NOSS Employment Manual
- comply with the NDIS Quality and Safeguards Commission Practice Standards and Code of Conduct
- conduct themselves in alignment with the core values of NOSS.

Role purpose

Support Workers are responsible for:

- Assisting people with a disability to access the community to pursue their chosen social, leisure, educational and vocational activities
- 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

Position objectives

Primary functions

Function	Description
1. Provide person-centred supports	<ul style="list-style-type: none"> a) Ensure you understand what a good life means to the individual b) Support the individual in ways that promote their independence and choice. c) Understand how the individual wants to participate in society, engaging and motivating them to build their knowledge and connections
2. Develop and maintain and professional relationship with people whom you support, empowering them to achieve their goals.	<ul style="list-style-type: none"> a) Uphold rights by understanding them and respecting them and speaking up if the individual's rights are not respected b) Communicate effectively by supporting the individual to express themselves and communicating in a style that suits them. c) Develop and maintain relationships based on mutual trust and respect, with the individual and those who are important to them. d) Support and encourage individuals to express their views, raise concerns and report complaints and incidents. e) Work collaboratively with others who support the individual, recognising their roles and expertise.
3. Understand client individual needs and provide support accordingly	<ul style="list-style-type: none"> a) Review and follow the individual's support information, ensuring you understand it and follow it. b) Know how to access complex support plans and behaviour support plans c) Implement plans as documented and within your scope of training and experience. d) Administer prescribed medication in accordance with established policies and procedures, if endorsed to do so. e) Report any changes in the individual's support need to your supervisor as soon as practicable f) Document client progress in MYP, the information management software used by NOSS g) When supporting individuals with their money, do so in accordance with their support plan and policy. h) Observe individual kilometre allowances during supports
4. Documentation	<ul style="list-style-type: none"> a) Understand and use MYP for documentation of client progress, hazard and incident reports, checking and out of shifts and recording other details, such as kilometres travelled and the purpose. b) Complete reports and other documentation promptly as required.
5. Know your capabilities, role and impact	<ul style="list-style-type: none"> a) Show self-awareness, thinking about how your actions and attitudes impact on the quality of support you provide, seek feedback, and keep improving your practice. b) Work within your capabilities - know your role and responsibilities, and when to seek support from others to develop your capabilities. c) Know when and how to access resources and/or seek advice from others including supervisors and co-workers. d) Take care of yourself and manage your wellbeing, seeking support from your supervisor if you need extra strategies and tools to manage work stress.

6. Communicate effectively	a) Maintain effective communication and positive relationships with all stakeholders, including co-workers, supervisors, family members, residential services, and community contacts.
7. Follow and ensure safe work practices	a) Be alert and take action if you notice that the individual is uncomfortable, distressed, apathetic or in poor health. b) Identify potential or actual risks to the individual's safety when they arise in the moment and work with them to respond. c) Report incidents in accordance with the Incident Management and Reporting Policy via MYP, or directly to your supervisor. d) Identify potential or actual workplace safety hazards and respond or report them to keep yourself and others safe. e) Implement personal hygiene and infection control procedures. f) Never use restrictive practices, except in an emergency to avoid harm where there is no less restrictive option, or they are approved as part of the support plan, and you understand the purpose and approach to use. g) Provide a roadworthy vehicle to safely transport clients.
8. Keep skills and knowledge up to date	a) Participate and contribute to individual, team and client meetings as required b) Attend training as directed by NOSS c) Participate in performance reviews and coaching sessions. d) Infection prevention and control, including use of personal protective equipment (PPE), and waste handling practices. e) Principles of safe food handling and importance of following food preparation, handling and storage advice. f) Basic understanding of the principles and regulations that govern the use of restrictive practices. g) Incident and hazard response and reporting procedures to ensure safety of the participant, self and others.
9. Other	Perform other duties from time to time

Criteria for the Position

Selection criteria to be addressed by applicants for this position:

Selection criteria	Requirement
1. Awareness of the rights and needs of people with a disability	A written statement telling how you meet this criterion
2. Ability to undertake assessments of participants' /clients' strengths and needs	As above
4. Ability to use initiative, set priorities and work with general supervision	As above
5. Ability to communicate, with people with a disability (verbal and non-verbal)	As above
6. Experience working with people with a disability	As above
7. A roadworthy vehicle	As above
8. A full manual driving licence with at least one year's experience	As above

Pre-employment checks

Certificate	Requirement
Working with Vulnerable People with NDIS endorsement	Mandatory
Fully vaccinated for COVID-19	Mandatory
National Police Check (under 6 months)	Mandatory

Education	Requirement
Minimum Cert III in Individual Support (Disability) or equivalent	Preferred
Current Driver License	Mandatory
NDIS Worker Module: Quality, Safety and You	Mandatory

Experience

Experience	Requirement
Disability or community service	Preferred

Knowledge + skills

Knowledge	Requirement
Infection Control Training	Mandatory
First Aid	Mandatory
NDIS Worker Module - Quality Safety and You	Mandatory

Behavioural requirements

Behaviour	Requirement
Behaviours that demonstrate alignment with the NOSS core values	Mandatory