

AEN 6.1.1 Position Description – Individual Support

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| **Individual Support Trainee**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of this particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name: TBA** | **Date PD Issued: 24/03/2025** |
| **Position: Individual Support Trainee** | |
| **Host Employer: Casterton Memorial Hospital** | **Supervisor: TBA** |
| **Host Employer Address: 69 Russell St, Casterton** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kim Cameron 0408 948 248** | |
| **Duties of Position:**   |  | | --- | | The personal carer is responsible under the direction of registered and enrolled nurses, for the provision of consumer focused, holistic nursing and personal care to those assigned to them, in order to achieve desired clinical outcomes. At all times the personal carer retains responsibility for their actions and remains accountable in providing personal care.  Working within the field whilst learning the trade and studying a Certificate III in Individual Support. | | |
| **Tasks Involved May include but are not limited to -**  Employees have a responsibility for:   * Looking after their own health and safety and those of others in the workplace. * Follow safe work practices and use personal protective equipment as required. * Participate in OH&S consultation and OH&S training initiatives. * Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions. * Cooperate with managers and supervisors so that they can meet their OH&S responsibilities. * Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk. * Performing only those tasks for which they have received appropriate training and instruction. * Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace. * Participate in emergency evacuation exercises. | |
| **Work Conditions:** Working within a hospital setting following instruction of those qualified and assigned to me.  Working in the health field whilst studying my Certificate III in Individual Support.  Working as part of a team in a busy environment. | |
| **Personal Requirements:**  Be physical fit  Have a genuine interest in the profession.  Work well independently and as part of a team. | |
| **Key Selection Criteria:**  Bewilling to get a NDIS screen and Working with Children Check  Genuine Interest in the trade.  Naturally empathetic | |
| **Qualifications and Licenses Required:**   NDIS Screen   * Working with Children Check | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and   workplace instructions   * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |

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| **Additional Information**   * **Hours Per Week: 32 hours per week (worked over a 7 day rotating roster )** * **Award / Agreement: National Training Wage A / Allied Services, Managers and Administrative Officers (Public Health Sector) 2021-2025** * **Superannuation: 11.5%** * **Commencement Hourly Rate: As per National Training Wage** * **Allowances: As per Award** |
| **Copy to :  Employee  Host Employer  Main File** |

# Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

# EMPLOYEE:

Employee Name:

Employee Signature: Date:

# HOST EMPLOYER:

Host Employer Name:



Host Employer Signature: Date:

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: