

Trainee Disability Support Worker

Westvic Staffing Solutions Apprenticeship Employment Network Operations originated in 1984 as a not for profit, community based company and has since evolved as a leading regional provider of employment and training services throughout South West Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

What is Apprenticeship Employment Network?

Apprenticeship Employment Network is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Apprentice/Trainee Consultant.

What is an Australian Apprenticeship / Traineeship?

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

What is a Training Agreement?

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between the employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee, and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the State Training Authority via an Australian Apprenticeship Centre.

Position Description – Trainee Disability Support Worker

Employee Name: TBC

Date PD Issued: TBC

Position: Trainee Disability Support Worker

Host Employer: George Gray Centre

Supervisor: Sonya Dunn

Host Employer Address: 24 Foster Street, MAFFRA Victoria 3860

Westvic Staffing Solutions Apprentice/Trainee Consultant: Katherine Cousins

Tasks Involved:

A trainee may perform any or all of the following tasks:

Working under direct supervision, support George Gray staff to:

- Provide a positive enjoyable and safe environment for all service users
- Provide support that will enable the person to participate successfully in individual interests, hobbies and relationships
- Actively engage with service users at all times
- Maintain an environment which promotes person directed decision making and contributes to personal growth
- Ensure that service users are at all times accorded privacy, dignity, confidentiality and the opportunities for decision and choice making
- Offer motivation and encouragement
- Support people with complex disabilities to achieve their personal goals
- Work in a team environment
- Assist participants with their personal care / personal hygiene needs
- Ensure you have the necessary medical, personal care, emergency information about the person/people you are supporting.
- Ensure you have information about the purpose and goal of each shift you are scheduled to work
- Report any issue of concern, occupational health and safety issues or incidents that may have occurred whilst on shift
- Complete incident reports where necessary and all relevant participant journaling
- Correctly complete timesheets
- Participate in any staff or organisational meetings and training relevant to the role
- Maintain a healthy and safe workplace and environment for all, including the cleaning up of areas.
- Build and manage relationships and work within a team environment

Key Selection Criteria:

- A commitment to supporting and promoting the individual needs, skills, abilities, and personal goals of people with disabilities
- Ability to maintain service user privacy and confidentiality
- A professional and positive outlook about support work
- The ability to develop a positive relationship with service users and to support their individual personal plan
- Established problem solving and conflict management skills
- Ability to use initiative and to work both individually in supporting service users and as part of a team
- Committed to completing a Certificate IV in Disability

Qualifications and Licenses Required:

- National Disability Insurance Scheme Worker Screening Check (NDIS Check)
- Current Australian Drivers Licence

- First Aid Certificate (or willingness to obtain)
- Cardiopulmonary Resuscitation Certificate (or willingness to obtain)

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.

Additional Information

- **Hours Per Week: 38**
- **Days per Week: Monday-Friday**
- **Award / Agreement: NTW**
- **Superannuation: 9.5%**
- **Commencement Hourly Rate: TBA**

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: _____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____