

Position Description

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 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 Victorian Registrations and Qualifications Authority (VRQA) via an Australian Apprenticeship Support Network.

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 the 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:

Date PD Issued: 9/12/2021

Position: Individual Support Trainee

Host Employer: Southern Stay

**Supervisor: (W) Sarah Lilley 0407 052 683,
(H) Jace Hollard 0439 510 106**

Host Employer Address: 181 Fairy Street, Warrnambool 3280/46 Brown Street, Hamilton 3300

Westvic Staffing Solutions Apprentice/Trainee Consultant: Anthony Smith 55 619000

Duties of Position:

To provide high quality support to empower residents/participants, according to their individual needs and goals, within their own home and community; enriching the lives of individuals by promoting choice, inclusion and achievement.

To provide support in line with the organisation's core values of participant focus, empowerment, respect, inclusion and learning.

Tasks Involved:

1. Work collaboratively with participants to provide **person centered active support** in accordance with participant's individual needs and goals, Southern Stay Policies and Procedures, Legislation and industry guidelines e.g. NDIS Practice Standards, Child Safety Standards, NDIS Code of Conduct, Zero Tolerance etc.
2. Support, engage and motivate participants in the activities of **daily living** to promote independence, inclusion and capacity building. This includes **person directed decision making**, house hold duties, meal preparation and assistance, attending appointments, educational, community and recreation activities
3. Provide **personal care** according to individual needs in a manner that demonstrates respect of participants' rights, privacy, identity, culture, gender and sexual orientation.
4. Promote and support **friendships and social connections**.
5. Observe and respond flexibly to participants' **changing needs**.
6. Provide a safe environment for participants. Take action where any participant is experiencing **discrimination, exploitation, neglect, abuse or violence**
7. **Communicate** with participants in a way that is clear, inclusive, respectful and on the individual needs of participants.
8. Provide supports according to the **positive behaviour support framework** and individualised support plans
9. Provide high complex care, including manual handling, and **high intensity supports** according to individual needs, training and personalised plans.
10. Use mechanical aids and equipment (eg: hoists, slings and slide sheets), as applicable to assist with mobility and transfers of residents/participants
11. Administer **medication** in accordance with Southern Stay policy and procedure
12. Promote and encourage good **health, nutrition and wellbeing**
13. Respect, maintain and support the **rights, privacy, confidentiality and lifestyle** of residents/participants and family.
14. Support participants to 'speak up' particularly in regards to concerns, complaints and incidents (**self-advocacy**).
15. Empower residents/participants to develop their independence and personal goals by maintaining a professional relationship (**professional boundaries**).
16. Provision of **light domestic duties** as required.
17. Ensure and maintain a safe and hygienic work environment in accordance with **WH&S** standards. Ensure workplace risks are reported. Contribute to high level infection control, utilizing appropriate personal protective equipment.
18. Ensure participant documentation is completed in an accurate and timely manner and maintained in Southern Stay's **Participant Management System** (Carelink+)
19. Establish and maintain professional working **relationships** and effective **communication**, to ensure high quality of service delivery.

20. Develop cooperative, trusted and respectful working relationships with the participant's support team. This may include family, friends, advocates, paid supports and mainstream or community services.
21. **Communicate** to the Program Supervisor/Coordinator any changes to residents/participants' support needs. Participate in the review of participant supports.
22. Maintain organisational **administration and documentation requirements** in accordance with Southern Stay policy and procedure (e.g. incident reports, participant records)
23. Participate in staff **supervision, development, training and attend meetings** as required.
24. Ensure understanding of your **capabilities, role and impact**. Maintain a high level of self-awareness, work within your capabilities and look after yourself.
25. Other appropriate duties as directed by the Program Supervisor/Coordinator or Manager

Reporting Structure: Directly to Supervisor/Coordinator responsible for program area

Qualifications and Licenses Required:

- Current level 2 First Aid Certificate (or be prepared to obtain)
- Valid driver's license
- Working with Children Check (or be prepared to obtain if working with children in program)
- Be prepared to undertake a NDIS Worker Screening Check, and International Police Check (if required)
- Commitment to choice, inclusion and achievement for people with a disability
- Commitment to allocated duties with a high degree of individual flexibility.
- Attributes of a quality support worker including initiative, reliability, being a team player, respectful, client focus, committed and open to learning.
- Digital literacy – ability to utilise phone, email, computer software and applications

It is also mandatory for the employee to complete the Southern Stay online induction program prior to commencement.

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.
- COVID19 Vaccination is required prior to commencement of employment unless reasonable exemptions apply.

Additional Information

- **Hours Per Week:** 38
- **Days per Week:** Monday to Friday (**may include weekend work and shift work on a regular rostered basis**)
- **Award / Agreement:** National Training Wage 2010 / Social, Social Community Home Care and Disability Services Industry Award 2010
- **Superannuation:** 10%
- **Commencement Hourly Rate:** As per award
- **Qualification:** Certificate III in Individual Support
- **RTO:** South West Tafe – all training conducted on the job
- **Commencement date:** 7th February 2022

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending	✓		
Computer based tasks		✓	
Driving		✓	
Kneeling		✓	
Lifting		✓	
Sitting		✓	
Standing	✓		
Walking	✓		



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: Jodie Hamilton

Host Employer Signature:

Date:

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: Anthony Smith

Westvic Staffing Solutions Representative Signature:

Date: