



SACS Consulting

Information Pack for

Disability Support Workers

for

Department of Health and Human Services (East Division)

March 2015

► Executive Recruitment

► HR Consulting

► Psychological Appraisal

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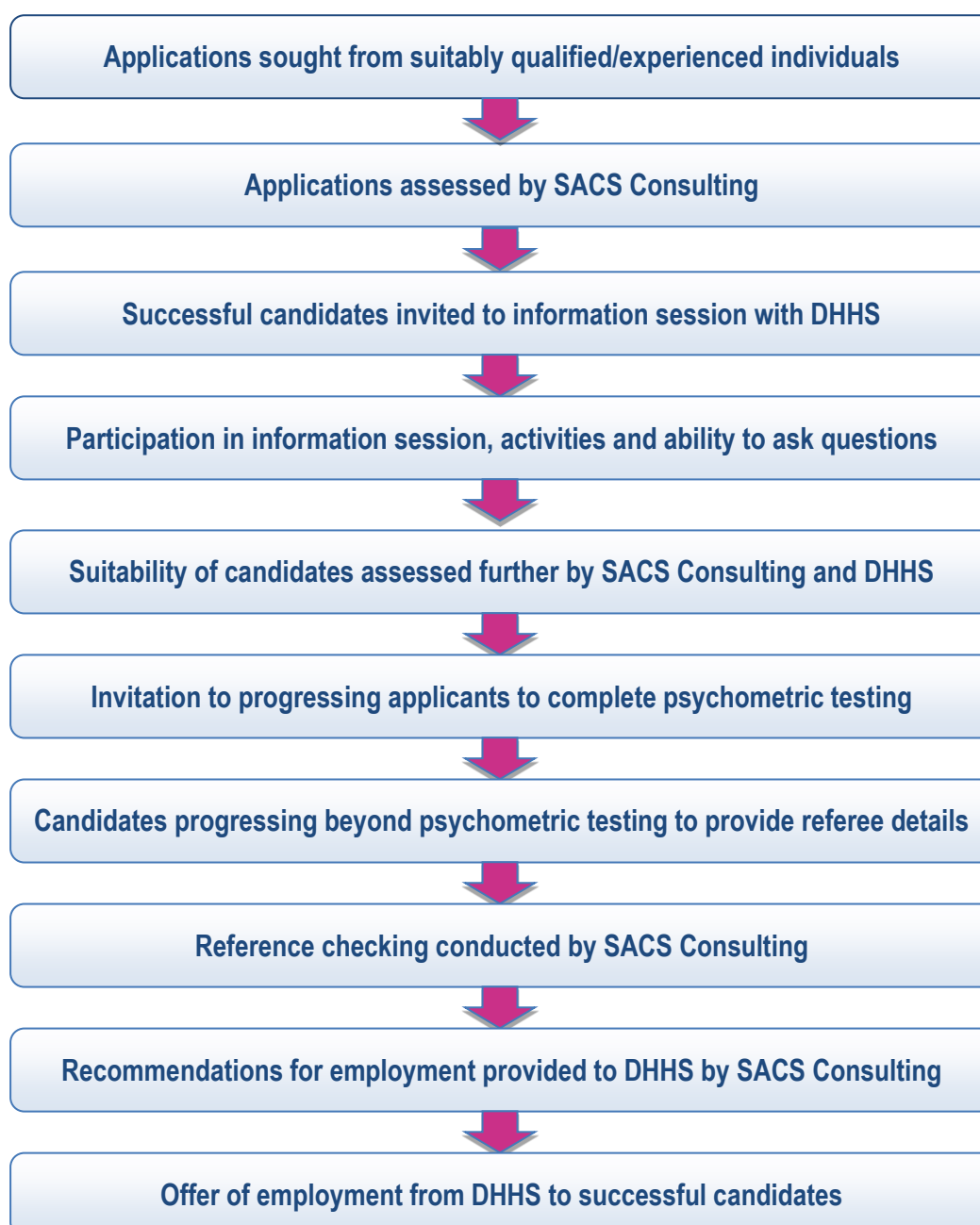
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Information pack purpose

This information pack has been developed by SACS Consulting in collaboration with the Department of Health and Human Services (DHHS) to assist candidates in understanding the activities of a Disability Support Worker and to allow candidates to assess their own suitability for the roles available.

Recruitment process

As there are multiple opportunities with the Department of Health and Human Services, SACS Consulting has been engaged to assist in the recruitment process and to assess candidates for their suitability of employment with the organisation. The process is detailed below and candidates will be informed throughout the process of the status of their application via email/phone.



Questions regarding the recruitment process

Why has SACS Consulting been engaged by DHHS?

SACS Consulting has been engaged by the department to assist in the recruitment process due to the high number of vacancies that currently exist. SACS will handle the end to end recruitment for the vacant positions with the organisation.

SACS are specialists in the recruitment industry and highly respected for the evidence based approach to assessing a candidate's suitability for roles.

SACS also specialise in the psychometric assessment of candidates and combine this in with the recruitment methods to deliver a highly predictive recruitment process for the long term success of both candidates and clients.

How will my application be assessed?

SACS Consulting will be assessing all applications using a merit based approach. Upon receiving your application (cover letter and resume), SACS will assess your background for suitability for a role as a Disability Support Worker.

Your application will be assessed by considering:

- **Ability to meet the mandatory requirements** including holding a full driver's licence, Level 2 First Aid Certificate and any mandatory qualifications (for higher level roles).
- **Background experience** including experience in customer service roles, working with vulnerable client groups, employment with community sector organisations and any volunteering experience you may have had.
- **Knowledge and skills** including your ability to listen to client needs, communication skills, ability to build relationships, ability to manage your time and being able to competently use computers and IT systems.
- **Personal attributes** including an attitude of customer service, high level of honesty and integrity, team player and a continuous improvement mindset.

Further detail on the criteria against which applications will be assessed is available in Appendix One.

How will I know if I have been invited to an information session and when will it be held?

Following review of your application, if successful in progressing to the next stage of the process, **you will be emailed an invite to an information session**. The email will include two options for information sessions that you will be able to attend and you are to select the one that suits you best. You are only required to attend one information session throughout this process.

Information sessions will be held at various dates and times to accommodate the availability of candidates and to provide individuals with the best opportunity to attend the scheduled sessions. If a candidate is unable to attend either of the options provided in the invite email, their application will be considered for subsequent information sessions.

What is involved in the Information Session?

The Information Session will be an opportunity for you to learn more about the organisation and what the Disability Support Workers entail. It also provides SACS and DHHS with the opportunity to interact with candidates to consider their suitability for roles with the organisation. Representatives from DHHS will be available to ask questions regarding the roles and organisation.

A brief outline of how the information session will be structured is below:

- Information about the Department of Health and Human Services
- Where the roles will be located and information on East Division of DHHS
- Outline of the role of a Disability Support Worker
- Group activities
- Question and answers – opportunity to ask any questions you have regarding working with DHHS.

You will also be asked to bring along your safety screening documents which will be included in the invitation for the Information Session.

What happens after the Information Session?

Following the information session, SACS Consulting will have a discussion with DHHS representatives to determine the suitability of candidates to progress through to psychometric assessment.

For some candidates, following the information session, they may decide that this is not an opportunity they wish to pursue and choose to withdraw from the process via email to SACS Consulting.

Candidates that remain in the process and that are considered suitable to progress to the next stage of the process will be emailed an invitation to complete psychometric assessments online.

Any candidates that are deemed unsuitable for the role will be emailed and advised that they are not progressing any further on this occasion.

Psychometric assessment? What is it and why is it being used?

SACS Consulting offers its clients the opportunity to put candidates through psychometric assessment in order to understand the team fit of candidates as well as identifying any employment risks that may exist.

The psychometric assessments that candidates in this process will undertake comprises questions that measure:

- Key personality factors
- Values
- Occupational Health and Safety risk
- Counterproductive work behaviour risk

The assessments will take approximately 40 minutes to complete and are made up of simple and easy to understand questions.

What happens after I complete the psychometric assessments?

Following the completion of your psychometric assessments, your results will be reviewed by SACS Consulting and assessed for suitability for a role of a Disability Support Worker.

SACS Consulting has undertaken research in the past which allows us to assess results against a model on what makes a successful “care worker”. This will be used to inform the selection of candidates progressing through to the reference checking stage.

WRITTEN RESPONSE TO KSCs will be requested after positive psychometric assessment

How many referees will I need to provide and who will SACS speak to?

SACS Consulting will request referees from you via email following the assessment of your psychometric results.

You will need to provide us with at a minimum 2 referees. Ideally, referees will be people that you have worked for in the past. If you have no work experience, personal referees may also be considered.

SACS Consulting will call referees to further assess your suitability for a role with DHHS and ask a number of questions to gather further information to make a valid assessment.

If I make it past reference checking, what happens then?

Following the completion of reference checking, a successful candidate will be recommended by SACS Consulting to DHHS for employment.

DHHS will then look at current vacancies and offer the successful candidate employment with the organisation. The offer of employment will detail the remuneration package, hours of work, location and other relevant information for consideration.

Organisational Information

Department of Health and Human Services

The department develops and delivers policies, programs and services that support and enhance the wellbeing of all Victorians. We take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and of the incidence and experience of vulnerability.

Division

Service Design and Operations

Service Design and Operations is responsible for the design and delivery of services and improved client outcomes across the department's divisions, regions and areas. It oversees the translation of policy into operational service delivery.

The four divisions across the state provide strategic oversight and coordination for the areas and regions within them. The divisions provide corporate and administrative services and oversee service implementation, quality and performance and also play a critical role in emergency management and in dealing with the department's regulatory obligations where community safety is at risk.

The East Division, led by the Deputy Secretary, and reporting into Service Design and Operations is responsible for service delivery, performance and quality improvements across the geographic area of Eastern Victoria. The East Division develops and fosters strategic partnerships with the communities it serves and with external service providers, local businesses and other government agencies to ensure that local issues are understood, prioritised and addressed.

The key business functions of the Division include area based service delivery, divisional corporate services and client outcomes and service improvement.

Area

Areas are responsible for providing integrated departmental services to achieve positive client outcomes at a local level. They drive a holistic approach to meeting client need, an approach that is strongly supported by a client-centric culture. Areas develop and foster strategic partnerships with the communities they serve and with external service providers, local businesses and other government agencies to ensure that local issues are understood, prioritised and addressed

Role of unit

Within each area, Residential Client Services Units provide a range of services and support to meet the needs of clients in a residential setting in a holistic, integrated manner.

Two teams are responsible for services delivered out of the Residential Client Services Unit: Tenancy and Property Team and Disability Accommodation Services Team.

The Disability Accommodation Services Team:

- provides high quality community-based shared accommodation and support for people with a disability using contemporary principles of person-centred planning
- helps people with a disability achieve their personal goals and aspirations.
- supports clients' active participation within local communities
- fosters strong relationships with other elements of the disability support system.

About the role of a Disability Support Worker

objectives

A Disability Support Worker independently delivers or supervises services that support people with disabilities, across their lifecycle and in all domains of life, to enable access to a quality life with dignity, respect and social inclusion, in the least restrictive environment.

position background

Multiple vacancies exist in the Department of Health and Human Services across the East Division of the organisation. The roles range from entry level (unqualified) positions through to qualified **direct support and supervisory** positions and are located across the East Division in the Residential Client Services Units.

prime attractions of this position

As a Disability Support Worker, you have the opportunity to support people to achieve their potential in life. Assisting clients to actively participate within their local communities, you will enable clients to live a quality of life with dignity, respect and social inclusion.

qualifications

The department will consider a range of eligible qualifications. The minimum level qualifications for a disability support worker is a Full Driver's Licence and Level 2 First Aid Certificate. For qualified disability support workers, the minimum requirement is the Certificate IV in Disability Work, however consideration will be given to past experience and other qualifications. For some roles an Advanced Diploma in Disability or a tertiary level qualification such as social work, psychology or speech pathology will be required.

See appendix one for information on mandatory requirements.

location of roles

Roles will be located across the East Division of the department. East Division comprises of Inner and Outer Melbourne Areas (**metropolitan**) and Ovens Murray and Goulburn Areas (Rural). See the map in appendix two for further information.

Vacancies are in various group homes situated in the local government areas of Whitehorse, Boroondara, Manningham, Monash, Maroondah, Knox and Shepparton.

See appendix two for a geographical map of East Division.

hours of work

A number of rostered positions are available ranging from 60 hours to 125 hours per 28 day roster.

remuneration and employment contract

A number of **ongoing positions** are available across East Division. Remuneration will be dependent on the level of role that the successful candidate is employed to.

Details on the remuneration levels can be found in Appendix Three

Responsibilities of Disability Support Workers

Multiple opportunities at different levels of seniority exist for Disability Support Workers across the East Division. The roles are titled as per below and the responsibilities (including but not limited to) are listed in the following pages.

- Disability Support Worker (DDSO-1/1Q)
- Senior Disability Support Worker (DDSO-2)
- Advanced Disability Support Worker (DDSO-2A)
- House Supervisor (DDSO-3)
- Deputy Unit Manager (DDSO-3A)

Disability Support Worker (DDSO-1)

Operating at DDSO-1 level, you will:

1. Directly support client wellbeing, including support with daily household activities, preparation and assistance with meals, personal care, and social, recreational and community experiences that enhance quality of life, based on support plan goals.
2. Understand client needs, preferences and interests and respond to clients and their families and others in their lives.
3. Under general direction, implement a range of client support plans.
4. Provide information, feedback and reports, including recording charts and completing routine tasks utilising departmental systems including computer software applications.
5. Provide information to colleagues on routine matters relating to client needs and general house matters.
6. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
7. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
8. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Disability Support Worker (DDSO-1Q)

Operating at DDSO-1Q level, you will:

1. Directly support client wellbeing, including support with daily household activities, preparation and assistance with meals, personal care, and social, recreational and community experiences that enhance quality of life, based on support plan goals.
2. Utilise well-developed communication skills to identify client needs, liaise with other service providers, stakeholders and significant others.
3. Develop, implement, monitor and review a range of client support plans, with oversight from senior staff, using knowledge of client need, preferences and interests.
4. Provide information, feedback and reports, including recording charts and completing routine tasks utilising departmental systems including computer software applications.
5. Provide information to colleagues on routine matters relating to client needs and general house

matters.

6. Contribute to the day-to-day running of the group home and help maintain service accounts.
7. Administer medication treatments and therapies according to prescribed protocols or otherwise, seek appropriate medical assistance.
8. Develop planned activities in line with departmental policies and guidelines.
9. Advocate on behalf of clients for increased access to, and inclusion in, community and recreational services.
10. Work towards establishing links with community resources, facilitating inclusions of clients into the community.
11. Contribute to developing programs for clients and to longer-term house development plans in consultation with more senior staff.
12. Share observations relating to work process improvements with supervisor or more senior staff.
13. Liaise with family members, medical services, departmental services and external community services to help meet client needs.
14. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
15. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
16. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Senior Disability Support Worker (DDSO-2)

Operating at DDSO-2 level, you will:

1. Directly support people with disabilities, within their home and community, to participate in a range of life areas (including social, recreational and daily living activities) based on the goals of individual support plans.
2. Advocate for people with a disability to improve client outcomes.
3. Record client data, report observations and ensure client records are up to date.
4. Contribute to the development and maintenance of support plans.
5. Administer medication treatments and therapies or seek appropriate medical assistance according to prescribed protocols.
6. Accurately prepare reports and complete case notes within area of responsibility.
7. Provide information for service administration and reports and ensure records (such as accounts) are accurate and up to date.
8. Contribute to staff team planning, service functioning and planning, work process improvements, day to day administration.
9. Convey information, to clients and their families, and other people in the lives of clients.
10. Identify areas of improvement regarding client need and house matters.
11. Develop options for improving work processes and raise with supervisor.
12. Coordinate and negotiate with family members, health services, activity providers, and other community services to help meet daily client needs and/or to plan support for future client requirements.
13. Work, with access to supervision, in a range of organisational relationships as a senior member

- of a direct support team in a residential service providing practice support and supervision to other team members.
14. Exercise discretion in decisions under general guidance from a supervisor and within specified policies and standards and be professionally accountable for these decisions.
 15. Interpret established protocols and procedures to inform decision making.
 16. Identify risks to clients, colleagues, community and self and intervene to minimise risks that might compromise health, safety and wellbeing.
 17. Under general direction, undertake more complex direct care functions or contribute to the design and implementation of a range of plans where appropriate.
 18. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
 19. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
 20. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Advanced Disability Support Worker (DDSO-2)

Operating at DDSO-2A level, you will:

1. Provide practice support and supervision to other team members.
2. Directly support people with disabilities, within their home and community, to participate in a range of life areas (including social, recreational and daily living activities) based on the goals of individual support plans.
3. Advocate for people with a disability to improve client outcomes.
4. Record client data, report observations and ensure client records are up to date.
5. Contribute to the development and maintenance of support plans.
6. Administer medication treatments and therapies or seek appropriate medical assistance according to prescribed protocols.
7. Conduct interviews with people living with a disability, and their family, to ascertain client goals and use this alongside an analysis of individual history and circumstances to identify appropriate support and activity (under professional supervision).
8. Develop and maintain client support plans (including health specific or positive behaviour plans for people with complex needs).
9. Provide information, advice and referral, where required, to crisis intervention services for people with a disability, their families, carers and/or service providers.
10. Manage a caseload that comprises people with a disability, their families and carers who present with a variety of known and predictable needs (under professional supervision).
11. Develop, implement, monitor and review client support plans (under professional supervision).
12. Accurately prepare reports, proposals and complete case notes within area of responsibility.
13. Provide information for service administration and reports and ensure records (such as accounts) are accurate and up to date.
14. Contribute to staff team planning, service functioning and planning, work process improvements, day to day administration.
15. Convey information, to clients and their families, and other people in the lives of clients.

16. Identify areas of improvement regarding client need and house matters.
17. Develop options for improving work processes and raise with supervisor.
18. Coordinate and negotiate with family members, health services, activity providers, and other community services to help meet daily client needs and/or to plan support for future client requirements.
19. Model best practice and support colleagues and, where applicable, community-based direct support staff to understand policies and practice standards in managing complex clients.
20. Use initiative to identify areas of service improvement relating to client needs.
21. Liaise with a range of external agencies including: police, court and justice system.
22. Work, with access to supervision, in a range of organisational relationships as a senior member of a direct support team in a service with more complex support requirements.
23. Exercise discretion in decisions under general guidance from a supervisor and within specified policies and standards and be professionally accountable for these decisions.
24. Interpret established protocols and procedures to inform decision making.
25. Identify risks to clients, colleagues, community and self and intervene to minimise risks that might compromise health, safety and wellbeing.
26. Under general direction, undertake more complex direct care functions or contribute to the design and implementation of a range of plans where appropriate.
27. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
28. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
29. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

House Supervisor (DDSO-3)

Operating at DDSO-3 level, you will:

1. Lead and plan support for people with disabilities, within their home and community, to participate in a range of life areas (including social, recreational and daily living activities) based on the goals of individual support plans.
2. Advocate within the broader community on behalf of clients and their families, to support inclusion, participation and respect for rights.
3. Convey information, to clients and their families, and other people in the lives of clients and participate in negotiations with family members, medical services, activity services and other community services to help meet daily client needs and/or plan support for future client requirements.
4. Participate in internal or community information sessions or consultative processes that relate to client and service issues.
5. Administer medication treatments and therapies or seek appropriate medical assistance according to prescribed protocols.
6. Work to develop and maintain team morale and effectiveness and provide day-to-day mentoring and share practice knowledge.
7. Manage a small staff team and related services including:
8. Contribute to roster development, staff replacement and leave planning

9. Participate in interview process of staff recruitment
10. Allocate work across a team
11. Plan for staff capability including: staff induction; identify role expectations and performance requirements to staff; inform staff on policies and standards within area of responsibility
12. Review staff decisions and performance
13. Ensure service records and accounts are accurate, regularly updated and comply with organisational standards
14. Prepare proposals for specific funding or services for clients
15. Implement quality improvements and process changes
16. budgetary oversight.
17. Identify learning and career development opportunities.
18. Define and maintain professional boundaries.
19. Work independently or as a team supervisor, with access to supervision, in a range of organisational relationships.
20. Determine matters on a day-to-day basis, handling commonly occurring situations or cases within an area of practice, and reporting regularly to a manager who has overall accountability for the area or program.
21. Be professionally accountable for autonomous decisions that impact on clients and staff, made within bounds of department policy and with management support.
22. Manage time and other resources productively with a view to ensuring optimum results for clients and the department.
23. Use judgment to identify and pro-actively minimise risks to the health, safety and wellbeing of clients, self, staff and the wider community within area of responsibility and agreed procedures.
24. Prepare detailed reports, data and notation within area of expertise or responsibility and identify areas of service improvement.
25. Implement and maintain systems within area of responsibility to assist planning, operational, budgetary, resource management, risk management and quality assurance functions.
26. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
27. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
28. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Deputy Unit Manager (DDSO-3A)

Operating at DDSO-3A level, you will:

1. Manage a small staff team and related services including:
2. contribute to roster development, staff replacement and leave planning
3. participate in interview process of staff recruitment
4. allocate work across a team
5. plan for staff capability including: staff induction; identify role expectations and performance requirements to staff; inform staff on policies and standards within area of responsibility

6. review staff decisions and performance
7. ensure service records and accounts are accurate, regularly updated and comply with organisational standards
8. prepare proposals for specific funding or services for clients
9. implement quality improvements and process changes
10. budgetary oversight.
11. Lead and plan support for people with disabilities, within their home and community, to participate in a range of life areas (including social, recreational and daily living activities) based on the goals of individual support plans.
12. Advocate within the broader community on behalf of clients and their families to support inclusion, participation and respect for rights.
13. Convey information, to clients and their families, and other people in the lives of clients and participate in negotiations with family members, medical services, activity services and other community services to help meet daily client needs and/or plan support for future client requirements.
14. Participate in internal or community information sessions or consultative processes that relate to client and service issues.
15. Administer medication treatments and therapies or seek appropriate medical assistance according to prescribed protocols.
16. Work to develop and maintain team morale and effectiveness and provide day-to-day mentoring and share practice knowledge.
17. Identify learning and career development opportunities.
18. Define and maintain professional boundaries.
19. Work independently or as a team supervisor, with access to supervision, in a range of organisational relationships.
20. Determine matters on a day-to-day basis, handling commonly occurring situations or cases within an area of practice, and reporting regularly to a manager who has overall accountability for the area or program.
21. Be professionally accountable for autonomous decisions that impact on clients and staff, made within bounds of department policy and with management support.
22. Be responsible with a high degree of independence for the development and implementation of a range of plans that contribute to the wellbeing of people with a disability and community safety, within area of responsibility and managerial oversight.
23. Manage time and other resources productively with a view to ensuring optimum results for clients and the department.
24. Use judgment to identify and pro-actively minimise risks to the health, safety and wellbeing of clients, self, staff and the wider community within area of responsibility and agreed procedures.
25. Prepare detailed reports, data and notation within area of expertise or responsibility and identify areas of service improvement.
26. Implement and maintain systems within area of responsibility to assist planning, operational, budgetary, resource management, risk management and quality assurance functions.
27. Attend meetings, including those in public settings, on behalf of the department and share outcomes of meetings with relevant staff.
28. Liaise with agencies such as courts, policy and mental health services and communicate effectively with a range of external agencies and service providers.
29. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and

requirements.

30. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
31. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Frequently Asked Questions

What kinds of disabilities do the people have who live in the group homes?

In East Division there are 167 group homes with 24 hour support from rostered staff.

Most commonly there about 5 people who share a house together. DAS staff support people with an intellectual disability and other varying disabilities such as aging, health and manual handling support, people who have autism, people who display varying degrees of behaviour of support. The residents have various forms of communication ranging from verbal communication, photos, use of ipads, communication dictionaries and other tools.

Predominately most of the people living in group homes in the East Division range in ages from young adulthood to aging. There are two Children's Respite and two Adult Respite facilities in the Inner & Outer Eastern Area and two in Goulburn and two in Ovens Murray Areas.

What does the work involve?

Workers in the disability sector provide support to people with disability and assist them to access and actively participate in the community. This may involve:

- direct support – assisting people who may live in supported accommodation or in their own homes with daily life activities
- case management – planning and problem solving to find the supports people need to live how they want
- allied health – professional roles in a range of allied health areas
- management – support other staff, manage budgets and guide service improvement.

Given these jobs are rostered, what do the rosters look like? How are they structured?

The rosters are designed to meet the support requirements of the people living in the group home therefore each roster will be different and each roster line will be different.

Each group home has a full time House Supervisor who is rostered on weekdays and every second weekend.

There will be varying full-time and part-time roster lines in each group home.

Roster lines will typically comprise of morning, days, afternoon shifts and in group homes where there are sleep over shifts, sleepovers also. Where a group home has active night shifts the roster tends to have two full-time active night shift lines.

Part-time staff are able to work up to full-time hours (76hours per fortnight) in the group home they are working or across a number of group homes. This is known as extra hours.

Usually at peak times in the group home there will be between two and three staff rostered on at any one time. Peak times are considered in most group homes as 7am – 9.30am and 3.30pm – 9pm then on weekends 7am – 9pm.

Morning shifts tend to commence at 7am

Day shifts range from 7am – 3pm and on weekends sometimes later start ie: 10am

Afternoon shifts tend to commence around 2.30pm – 3.30pm and will finish around 8pm – 9pm in most group homes

Sleep over shifts tend to commence around 3.30pm – 10pm (active) then staff sleep there in a staff bed then staff are active in the morning usually 7am – 9.30am

Active night shifts tend to commence around 7pm and are actively awake till around 8am the next morning

Do I have to work the roster line or can I make changes to it?

As the rosters are designed to support the requirements of the people living in the group home, the roster line you choose upon offer of employment, you will be expected to work.

If a roster requires reviewing due to changes in the support requirements of the people living in the group home then you will be consulted with the changes.

Who would I report to?

Each group home has a House Supervisor and the house supervisor is the first line manager of the program. The house supervisor role is to support the running of the group home on a day to day basis and support the people living in the group home, support the staff team, liaise with families and significant people involved in the lives of the people we are supporting in the group home such as medical practitioners, families, day placements and other stake holders.

What training will I receive if I am successful in getting a position with DHHS?

- Orientation – first day of employment
- 3 day induction program – Day 1 & day 2 will run consecutively after the orientation day and then day 3 is conducted 4-6 weeks after day 2 of Induction. After day 2 of the induction you will commence work in the group home and complete an on the job workbook which you will take back to day 3 for sign off and competency determined.
- Group home specific training – training specific to support the requirements of the people living in the group homes. This training may consist of peg training, enema, suppository training, manual handling on site, Positive Behaviour Support training, etc.
- The department will continue to pay for the renewal of First Aid level 2, CPR and Fire Emergency Evacuation Training.
- If you do not hold the mandatory qualification, Certificate IV in Disability the department will support staff to obtain this certificate.
- Leadership training for people aspiring to become a house supervisor

- Various other areas of training to support the staff to support the people living in the group home you are working in.

What pre-employment checks will I need to complete before being offered a role?

Applicants who are assessed as possessing the requisite skills and attributes are to go through three pre-employment checks:

- A check against the Disability Worker Exclusion List (DWEL) (see below)
- A Police check
- A Medical check.

Disability residential providers within the meaning of the Disability Act 2006 are required to comply with the Disability Worker Exclusion Scheme Management Instruction 2014. It is compulsory to check that all potential employees and workers are not on the DWEL before they are permitted to work in a disability residential service. A person whose name is on the DWEL is not permitted to work in a disability residential service.

Why a medical check?

Integral to the recruitment and selection of an employee is ensuring a good match between the demands of the job and the capacity of the applicant. Pre-employment medical assessments are another recruitment/selection tool useful where the job has particular physical demands.

In a pre-employment medical assessment, the capacity of the applicant to safely, independently and productively perform the genuine and reasonable requirements of the job is assessed by a medical practitioner nominated by the department.

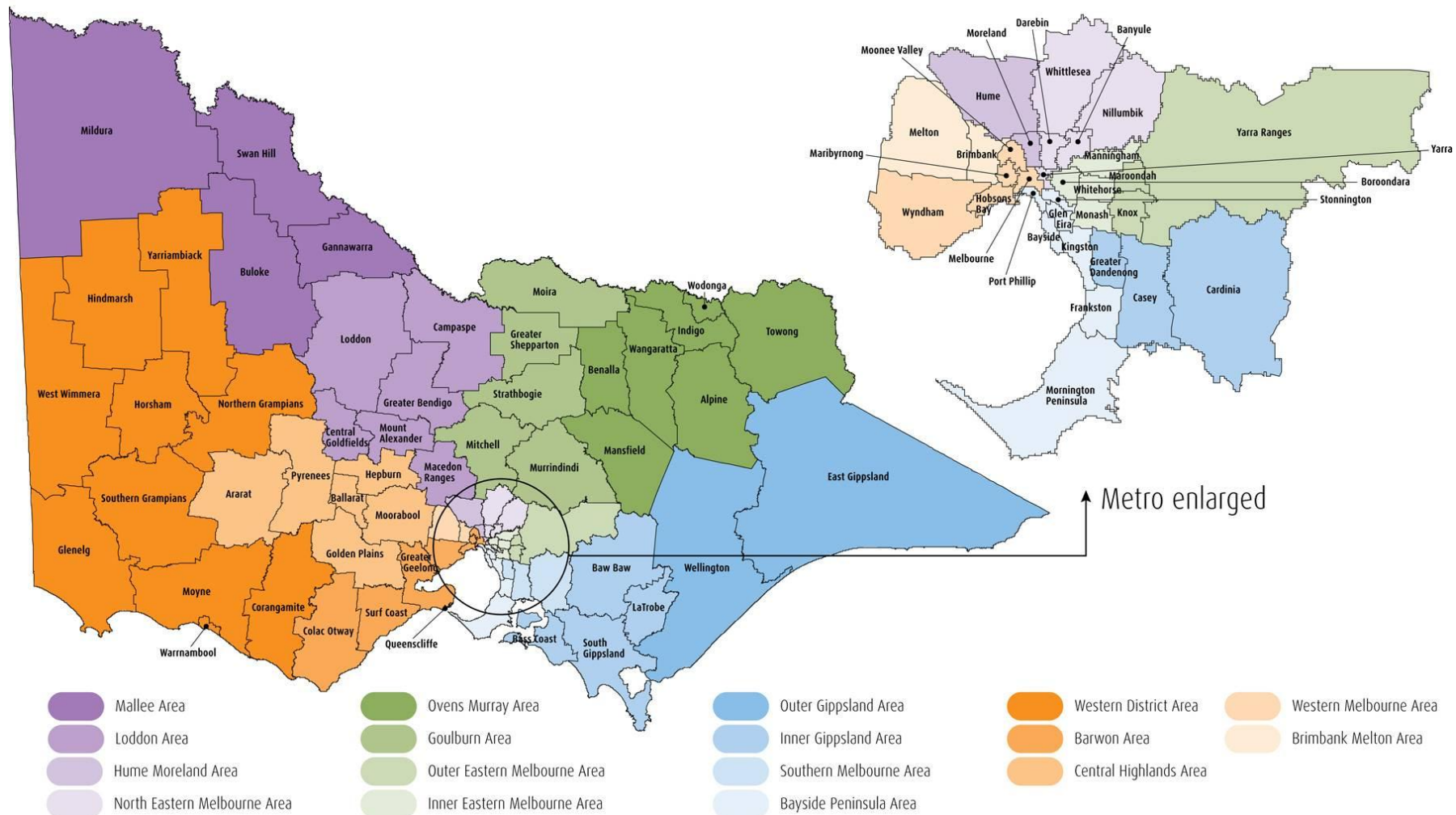
The genuine and reasonable demands of the job have been documented into a Pre-employment medical assessment report. The department nominated medical practitioner is asked to indicate whether or not the applicant is able to safely, independently and productively perform each activity without placing themselves, co-workers or clients at risk.

Appendix One – Mandatory Requirements

DDSO - 1	DDSO – 1Q	DDSO – 2	DDSO – 2A	DDSO – 3	DDSO – 3A
Full driver's licence	Full driver's licence	Full driver's licence	Full driver's licence	Full driver's licence	Full driver's licence
Level 2 First Aid Certificate	Level 2 First Aid Certificate	Level 2 First Aid Certificate	Level 2 First Aid Certificate	Level 2 First Aid Certificate	Level 2 First Aid Certificate
	Certificate IV in Disability Work	Certificate IV in Disability Work Or Advanced Certificate in Residential and Community Services Or Other qualifications recognised within departmental guidelines	Advanced Diploma Disability Work Or Bachelor of Applied Science (Disability) Or Registered or eligibility to be registered as a Mental Retardation Nurse Or Other qualifications recognised within departmental guidelines	Certificate IV in Disability Work Or Advanced Certificate in Residential and Community Services Or Other qualifications recognised within departmental guidelines	Advanced Diploma Disability Work Or Bachelor of Applied Science (Disability) Or Registered or eligibility to be registered as a Mental Retardation Nurse Or Other qualifications recognised within departmental guidelines

Appendix Two – East Division Map

Victoria – Department of Human Services



Appendix Three – Remuneration Table

Salaries - Disability & Development Support Officer (DDSO)

Classification	Year	Rate Effective First pay period on or after 1 Dec 2014	Rate Effective First pay period on or after 1 Dec 2015
		\$	\$
DDSO 1	1	42,034	43,085
	2	42,556	43,620
	3	44,176	45,280
	4	44,898	46,020
	5	46,486	47,648
DDSO 1Q	1	46,917	48,090
	2	47,180	48,360
	3	49,211	50,441
	4	49,786	51,031
	5	51,468	52,755
DDSO 2	1	52,960	54,284
	2	53,379	54,713
	3	54,407	55,767
	4	55,434	56,820
DDSO 2A	1	50,564	51,828
	2	52,187	53,492
	3	54,807	56,177
	4	57,147	58,576
	5	59,488	60,975
	6	61,830	63,376
	7	64,178	65,782
	8	66,520	68,183
	9	68,201	69,906
DDSO 3	1	57,693	59,135
	2	58,884	60,356
	3	60,092	61,594
	4	61,109	62,637
	5	63,603	65,193
DDSO 3A	1	69,857	71,603
	2	70,698	72,465
	3	72,260	74,067
	4	73,824	75,670
	5	75,608	77,498

Allowances

Description	Rate Effective First pay period on or after 1 Dec 2014	Rate Effective First pay period on or after 1 Dec 2015
Qualifications Allowance: Post Grad Certificate or Additional Certificate	\$80.01	\$82.01
Degree or Diploma	\$120.02	\$123.02
Afternoon or short shift - an allowance at the rate of 15% additional of the appropriate hourly rate for each hour of duty; and		
Standby and recall (per 12 hour period or part thereof)	\$71.12	\$72.90
Sleepover (Monday Friday)	\$88.20	\$90.40
Sleepover (Saturday, Sunday, public holidays*) *New Years Eve not New Years Day	\$104.08	\$106.68