

GENERAL SERVICE INDUCTION PACKAGE

You have been chosen for a twelve-week orientation/trial period.

The Employment Application Processor will take you through the checklists in this package.

- 1. NDIS Worker Orientation Module, Quality, Safety and You.'**
You were alerted in the Recruitment package that you would need to gain this certificate to gain work with us. A link will be provided to this compulsory module as soon as it is officially launched
- 2. General Service Induction Checklist**
The information you need to know can be found on the website under Policies and Procedures, Guidelines for Quality, Operational Handbook or will be explained to you during the induction
- 3. Position Description – Disability Support Worker-L2**
Read the Position Description that is provided in this package and return a signed copy. Keep a copy for your own records.
- 4. NDIS Code of Conduct**
Read the Code of Conduct provided in this package and return a signed copy. Keep a copy for your own records.
- 5. Preventing and Responding to Abuse**
Read the policy provided in this package and return a signed copy. Keep a copy for your own records.
- 6. Restrictive Interventions**
View the training video by entering **RISSET** into your browser and sign off, on the sheet provided, that you have viewed and studied it. Keep a copy for your own records.
- 7. Employee Confidentiality Declaration**
Read the declaration and return a signed copy. Keep a copy for your own records.
- 8. Contract Induction Checklist**
When a specific home or location has been chosen for your orientation/trial a Coordinator will take you through the Contract Induction for that work location. Keep this document in readiness for your contract induction.

You will be assessed on the information in the General Service Induction and Contract Induction at the end of your orientation/trial. Your general

understanding of this material will determine whether you remain on as an employee.

THE FOLLOWING MUST ALSO BE COMPLETED BEFORE YOU START

9. Employment Contract

Read the contract and return a signed copy. Keep a copy for your own records.

10. National Police Record Check

Provide a check that is less than three years old. An application is included in this package if you don't have one.

Complete and return the Statutory Declaration and a copy of the application if you have applied for and are waiting for this check.

11. Working with Vulnerable Person's Check

Provide a copy of this check. The information you need for obtaining this check can be sought from Service Tasmania. The application refers to working with children. This is the same requirement for other vulnerable people.

Provide a receipt for your Working with Vulnerable Person's Check if you have applied for and are waiting for this check.

12. Payroll Authority

Complete, sign and return this document.

13. Superannuation

Sign and return the document that relates to your situation.

14. Tax File Declaration

Provide a Tax File Declaration. This form can be downloaded from the Australian Tax Office website.

You will not be able to start your orientation until all completed documents are received.

It is advisable to retain a copy of all documents for your own reference.

Alterations and additions to the website will be emailed to you through the Staff Information Sheets.

If you wish to salary sacrifice, contact Advantage Salary Packaging on their website.

***BUILDING LIVES AND COMMUNITIES**