
Hours of work

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A guide to the hours of work at the different position levels.

1.0 Hours of work

Support Workers

- Strong industrial advice:
 - Contain to 38 hours per week for Work Health and Safety reasons - Not seen as a responsible service if we are not seen to be trying to manage this
- Strong insurance advice:
 - Contain to 38 hours per week for Worker's Compensation claim reasons - There will be premium penalties if we are not seen to be trying to manage this
- Roster considerations:
 - Hold enough hours for maintaining a relief pool and training/orientation needs - With COVID and an increase in the number of people leaving the disability sector work force, relief pools need to be expanded

Extra work should be controlled by negotiation with Service Coordinators and guidelines for Roster Coordinators.

Service Coordinators

- Position description determines 38 hours per week
- Extra by negotiation and permission with the Service Manager for:
 - Crisis cover
 - Programmatic observation
 - Assessment observation

Extra work should be offset by:

- The workload movement and flexibility within the position as monitored by the Service Manager
- Time off in lieu as negotiated with the Service Manager
- Workload distribution within the team as negotiated with the Service Manager

Leadership team members

Position description determines hours -- 38

Extra work should be offset by:

- The flexibility of workload timing and movement within the position as monitored by the General Manager
- Time off in lieu as negotiated with the General Manager
- Workload distribution within the team as negotiated with the General Manager