

POSITION DESCRIPTION – MANDATORY REQUIREMENTS

Prior to commencement of work at IOE, and in order to continue working, all mandatory requirements must be met. An employee not meeting any of the mandatory requirements will be suspended from employment until such time as the requirement is fulfilled.

DIRECT SUPPORT STAFF

- Any employee who undertakes paid shifts either 1:1 or group based, as a permanent or casual staff member
- A coordinator who is employed to book support workers, provide supervision or deliver training
- A team leader or manager of a department who supervises direct support staff

ADMINISTRATION AND OFFICE BASED STAFF

Any person who **only** works in an office based setting and **never** undertakes any paid shifts either 1:1 or group based, as a permanent or casual staff member. If you wish to pick up any shifts in the future, you **must** complete all the mandatory requirements set out for direct support staff prior to accepting any shifts.

PERSON RESPONSIBLE FOR RENEWAL AND COST

DIRECT SUPPORT STAFF

ADMINISTRATION AND OFFICE BASED STAFF

ITEM	MANDATORY REQUIREMENT	INITIAL EMPLOYMENT	RENEWAL	ITEM	INITIAL EMPLOYMENT	RENEWAL
1	NDIS Worker Screening	Employee	Employee	NDIS Worker Screening	Employee	Employee
2	Working with Children Check ⁽¹⁾	Employee	Employee	Working with Children Check ⁽¹⁾	Employee	Employee
3	First aid – HLTAID0012	Employee	IOE ⁽²⁾	First aid – HLTAID0012	Employee	IOE ⁽²⁾
4	Manual handling in a health care setting	Employee	No renewal	NDIS Worker Orientation Module	Employee	No renewal
5	Administration of medication certificate	IOE	No renewal	IOE Induction	IOE	No renewal
6	NDIS Worker Orientation Module	Employee	No renewal			
9	IOE Induction	IOE	No renewal			

Notes: * ⁽¹⁾ On successfully receiving your NDIS Worker Screening, you may be eligible for a reimbursement of the cost of your WWCC from the Department of Justice and Community Safety. Contact IOE HR for a reimbursement form.

⁽²⁾ If the employee is to be reimbursed for the cost of renewing their first aid qualification, they will be reimbursed up to the value of \$150. Alternatively, regular first aid training is scheduled and run at IOE at no cost to the employee.