Aged Care

**STEP 1: Screening & Selection**

This step is to screen job seekers and identify which candidates would be most suitable for this project and for work with your organisation. This process includes information sessions for providers and job seekers. Information sessions contain details about your organisation and the roles you are recruiting for.

Values and attributes that you may be looking for:
- Interest in the aged care industry
- Willingness to undertake shift work (e.g. early starts)
- Team players
- Positive attitude
- Reliability
- Good communication skills.

Additional checks that may form part of the screening process include:
- Police clearance
- Language, Literacy and Numeracy assessment
- Working with vulnerable people
- Medical function test
- Drug & alcohol testing
- Driver licence
- Ability to get to work.

Screening could also include a monitored site visit to an Aged Care facility to gain an understanding of the role.

**STEP 2: Pre-Employment Training**

The training component will develop the skills job seekers need to become job ready for their employment.

A preferred RTO could deliver core components from a training package such as the Certificate III in Individual Support (aged care).

For example:
- Provide individualised support
- Follow safe work practices for direct client care
- Comply with infection prevention and control policies and procedures
- Use hygienic practices for food safety.

Non-accredited training provides soft skill training for participants, to provide them with skills to transition into employment. Training could include:
- Mental health and managing workplace stress
- First Aid
- Dealing with shift work
- Money management
- Healthy living (nutrition education)
- Resilience building
- Workplace culture and workplace values
- Team work

**Mentoring**

Mentoring ensures that project participants are provided support and guidance during the project to ensure they are best positioned to complete the project and transition to employment. Mentoring arrangements could include:
- A buddy system where existing workers provide support and corporate knowledge
- Wrap around support for job seekers who are new to shift work
- Engaging an external mentor to build emotional resilience
- Mentor training for supervisors.

**Work Experience**

Work experience assists participants to develop the practical skills they need for the role. Work experience could include:
- Job shadowing and basic tasks under supervision
- Site visits and simulated activities
- Interacting with elderly residents.

**STEP 3: Employment**

Employment commences after completion of the project. Employment may be casual, part time or full time, but job seekers will need to be provided with enough hours to transition off income support.

- Employers may be eligible for a wage subsidy of up to $10,000 per job seeker if the job seeker has been employed for the required period and averages 20 hours per week over a six month period once employed. This can help subsidise the early months of training.
- Employment can include apprenticeships and traineeships.