



Handbook for ABRS Socialworks Locum Staff

Congratulations on your appointment as an ABRS Socialworks temporary worker; we hope that your employment with us will be enjoyable, challenging and rewarding. As a locum staff member, you are employed directly by ABRS Socialworks, who will take care of all your payroll & super contributions, as well as be on hand to provide support to you during your placement with your host employer. This handbook is a short introduction into what you can expect from ABRS Socialworks' recruitment and placement process for temporary staff including:

Client Interviews

Payroll & Timesheet processes

OH & S Responsibilities

SACS Payscales from July 2008

Once you have registered with ABRS Socialworks and been invited in for an initial interview, your consultant on the Temporary Desk will conduct full reference checks with at least two previous employers, and process your Working with Children check & any other background checking that is required. They will then create a profile for you, which can be forwarded along with your resume to our clients who may have temporary vacancies within their organisations.

Client Interviews

Should the client feel that your skills and experience are suitable for their position, they will ask to meet you for a competency-based interview (mostly this is done in person at the client's offices, though occasionally they will request phone interviews). Your consultant will arrange an interview time that is convenient for you and give you all the relevant details. Please see our other resource document for tips on preparing for interviews.

Your ABRS Socialworks consultant will contact you shortly after your interview to advise you of the outcome. If you have been made preferred candidate, they will arrange a start date and confirm pay details. Soon after you start they will come out to meet with you at your workplace; to check how you are settling in and ask you to complete any outstanding paperwork eg. superannuation choice, bank details and tax file number, as well as a timesheet for you to fill in the hours you work.

Timesheets

In your initial payroll pack you will be given a blank timesheet; you can photocopy this as many times as you'd like, or there is a PDF version available on our website. For each day that you work, fill in your start time; the length of any breaks (eg. lunch) and your finish time. At the end of each week, get your timesheet signed by your direct supervisor and fax it through to ABRS Socialworks on 02 9281 7223. In order for you to be paid on time we **must** receive your timesheet by 12pm the following Monday. You will be paid weekly in arrears on a Thursday. ABRS Socialworks pays under the SACS award which allows you to work a maximum of 152 hours per month.

Awareness of OH & S

In a field such as social welfare, there are certain situations in which it is important to be aware of Occupational Health & Safety within your role as a locum worker. Due to the nature of the work, you may be exposed to challenging behavior such as people in extreme distress or anxiety, people with mental health issues or alcohol/drug dependencies, or aggressive/ conflict-based situations.

It is also important to be aware of the physical requirements of your position and the effect that this has on your wellbeing; eg. sitting or driving for long periods of time, computer work, bending or lifting etc. ABRs Socialworks is an Equal Opportunities employer and does not discriminate on grounds of race, gender, ethnicity, age, sexuality or cultural difference.

OH & S Responsibilities

Your **host employer** should maintain safe systems of work, equipment, materials and supply any specialised protective equipment that may be required. The host employer has an obligation to provide on-hire workers with appropriate information, supervision and training to enable them to work safely. During your employment you will work under your host employer's guidance, to their policy/procedures and within their job description.

Your **employer** (ABRS Socialworks) is required to comply with applicable OH & S laws, implement policies and procedures, assess risks and ensure appropriate controls are in place.

Your **consultant** is here to support you if you have any questions/ concerns during your placement. They will aim to come out & meet you to discuss your progress, and need to be made aware of any changes to your working arrangements or job description.

As an **employee**, you must comply with all relevant OH & S laws, policies, procedures, and workplace and safety instructions within your workplace. You must take reasonable care to protect your own health and safety, and others potentially affected by your actions at work.

It is your responsibility to report all workplace hazards, mishaps and incidents, including near misses, on the day that they occur to both your consultant and your supervisor at the host employer.

Working safely with challenging behaviours

If being exposed to, and managing, challenging behaviours is part of your role, it is important to ensure you gain access to and follow your host employers policy and procedures in the area.

If an event does occur you may wish to talk to someone about your emotional response to the situation; this could be your supervisor or a professional counsellor . We would ask that you notify ABRs Socialworks of the incident as soon as possible after it occurs so that we can support you and discuss with your host employer how they could make changes to prevent future instances.

ABRS Socialworks Pay Awards

ABRS pays its on-hire staff under the Social and Community Services (SACS) Award for NSW. Details of this can be found on the NSW Industrial Relations website: www.industrialrelations.nsw.gov.au. The SACS Award code is 783 & they have details of the most recent award payscales from July 2008.

Further information about how the payscales are determined, including indicative competencies for Community Services Workers Grade 1-6 are available in a downloadable document: http://www.industrialrelations.nsw.gov.au/awards/pdf/Award_0783.pdf