|  |  |
| --- | --- |
| **Position:** | **Team Leader** |
| **Name:** |  |
| **Date:** |  |
| **Interview Panel:** |  |
| **Interviewer:** |  |
| **What are your relevant qualifications?** |  |

**Inform applicant about position, hours, award etc.**

**Key tasks in position**

Plan activities for participants

* Liaise with parents, carers, participants and staff as well as other stakeholders.
* Roster participants; working out best participants and staff mix
* Coordinate transport
* Coordinate with other programs including other Kyeema programs
* Attend staff meetings
* Have a good understanding of the NDIS
* Confidently use Carelink client management system

**Hours**

- By arrangement with Kyeema

- On call rostered weekend usually 1 in 8 but able to swap with other team leaders

**Award**: Kyeema Enterprise Agreement

|  |
| --- |
| 1. **What attracted you to this position?** |
|  |
|  |
| 1. **What experience have you had working with or associating with people with a disability?** |
|  |
| 1. **What do you consider essential qualities for a Team Leader?** |
|  |
|  |
| 1. **The position requires minimal supervision. What experience have you had of working with minimal supervision?** |
|  |
|  |
| 1. **Can you work within timelines?** |
|  |
|  |
| 1. **What experience have you had in rostering staff & coordinating activities?** |
|  |
|  |
| 1. **How would you motivate and guide staff?** |
|  |
|  |
| 1. **Some staff have been working in this field for many years, how would you approach change with them?** |
|  |
|  |
| 1. **How would you handle disagreement with a co-worker?** |
|  |

|  |
| --- |
| 1. **The position would require training in OH&S, fire safety & medication training would you be available for these trainings.** |
|  |
|  |
| 1. **What is your understanding of the NDIS?** |
|  |
|  |
| 1. **Do you have any pre-existing conditions that may affect your ability to undertake this position?** |
|  |
|  |
| 1. **Do you have any questions you would like to ask of us?** |
|  |

1. **General**

Do you have the following?

Driver’s Licence Yes / No

First Aid Certificate Yes / No

Working with Childrens’ Check Yes / No

1. **Interviewers explain to applicant:**

a) NDIS Worker Screening Check is required prior to commencement

b) NDIS Worker Orientation Module – The applicant is required to complete this prior to commencing at Kyeema. The link can be provided by email.

c) Responding to allegations of abuse: always report any suspicion about abuse. Kyeema’s procedures for investigation.

d) Child Safe: report immediately to a supervisor any suspicion of child abuse.

e) Values: We recruit for strong values, including respect for the rights of all individuals, reliability, responsibility and the ability to maintain professional communications within the workplace.

1. **Observations by interviewer:**

**Referee checks to be conducted by whom?**