# PLANE TREE STUDIO

## Selection Criteria

**April 2021**

# Support Worker

Plane Tree Studio is a boutique printery serving Tasmanian customers who require

a personalised service and an excellent quality product. Our papermakers and printers create a range of products exclusively for each customer which reflects individual style. Special occasion stationery is our specialty.

Plane Tree Studio also offers employment opportunities to people who have an intellectual disability, and as such, has a responsibility to see that people are given the required support to carry out their daily tasks to the best of their ability.

A position is now offered where the appointee will provide one to one support to an employee of the Studio. Guidance will be provided as to the needs and programmes of the individual. Implementation of those programmes will be the responsibility of the appointee under the supervision of the Director of the Studio and in co-operation with other team members.

Programmes will be conducted both at the Studio and in community environments.

At this time the hours of work offered are within business hours 5 days per week with the possibility of some weekend work being offered..

Of utmost importance in this process is finding a people who have the capacity to work positively with our employees.

This document outlines the requirements of the position and the general conditions.

Should you find the position attractive please send your typed or hand written application to by post or email to Di Turner, 107 Murray Street, Hobart Tas. 7000 or [mail@planetreestudio.com.au](mailto:mail@planetreestudio.com.au) by Monday 3rd May 2021 .

**The following attributes are essential:**

Working with Vulnerable people card must be provided before commencement

Sound communication skills

Ability to work as part of a small team in a busy and challenging environment

Obvious organisational and leadership skills

Interest in working alongside persons who have an intellectual disability

Reliability and punctuality

Interest in small business

Must have a current unencumbered driver’s license and a road worthy car.

**Plane Tree Studio will require that the successful applicant:**

* read, become familiar with and agree to work within the philosophies of PTS as evidenced by the staff code of conduct and written policies and procedures

1. work respectfully with all employees of the Studio.

* uphold the dignity of employees at all times
* display an interest in, and a capacity to learn about, the needs of individual employees
* to work creatively with management and significant others to implement meaningful programmes for each employee
* to work independently and as a member of a team

1. be conscientious, accurate and neat in keeping of written records.
2. be willing to undertake training opportunities to enhance his/her ability to carry out all stated responsibilities at the Studio.
3. be well presented.

**Plane Tree Studio is a small business and staff are expected to be multi-skilled and participate, when required, in all areas of the business by:**

1. progressively developing a knowledge of and competence in the processes of production at the Studio.

* working as a member of the production team, performing tasks which result in:

a) production of quality products b) meeting of production deadlines

* being ever mindful of, and assuming some responsibility for, the need for all products sold from the Studio to be of the highest standard.

1. being ever mindful of, and assuming some responsibility for, the workplace to be well organised, safe and tidy within the limits of production.

**General conditions**

Permanency of this position is conditional on the continuation of funding to the individual client being supported.

Remuneration will be commensurate with experience

Supported Employment Services Award used as a guide to conditions

Studio hours of operation: 5 days per week - 8.30am - 5.30pm

Probation period of 3 months

Some weekend work may be offered.