

UNISSON WORKS

POSITION TITLE

Process Worker

SERVICE

Pack Works

REPORTS TO

Coordinator, Pack Works



This job opportunity is only available to people who have a disability and NDIS plan.



ABOUT UNISSON WORKS

Unisson Works is the business arm of Unisson Disability, providing professional services to commercial customers and employment opportunities to people who have a disability.

Working for Unisson Works, you will have the opportunity to:



receive training and learn
new skills



earn a wage



make friends



reach your career
goals

Unisson Works offers flexible employment options - you can choose to work full-time or part-time. The skills and training available at Unisson Works can assist you to make the transition to open employment, if you choose, or you can continue to work for Unisson Works - or do both. You may also choose to work for more than one Unisson Works company.

ABOUT THE JOB

Do you like lots of variety and want to learn new skills? As a Process Worker you'll be working for Pack Works - a Unisson Works company that does mailing, packaging, light assembly and tag and test jobs for businesses. The work is interesting and there's lots of variety. We have a warehouse based in Thornleigh and, occasionally, visit some customers on site. Support Facilitators will teach you how to do the work and you'll have the opportunity to make new friends and listen to music as you work.

Duties include:

MAIL OUTS & PACKING



Precise Folding / Inserting



Heat Sealing



Collating



Labeling



Quality Assurance Checks



Shredding



Light assembly & Packaging



TEST AND TAG



Put tags on electrical cords



Unplug and plug in electrical cords



Work alongside others in a safe way



POSITION REQUIREMENTS

You must give your commitment to:



Do the duties in the way your Support Facilitator has taught you.



Follow the instructions your Support Facilitator gives you



Follow the rules at work



Participate in training



Participate in an assessment of your productivity and competencies



Do your work as well as you can, to meet Unisson's quality standards



Work as fast as you can comfortably manage, taking care not to make mistakes



Attend staff meetings



ADDITIONAL REQUIREMENTS:



To do your job safely, you must wear the personal protective equipment you will be given e.g. your uniform. You must wear closed in shoes and comfortable clothes, no tracksuits.



Independent travel from home and work (Thornleigh)



Unisson Works regularly reviews what we do to see if we can do anything new or differently. This may mean we change this Role Profile or the way we do things at work e.g. we might change where we work, the rules at work or the type of work we do.



We will always talk to you about any changes to your job.

WAGES AND BENEFITS

Supported Employee Award + Superannuation

4 weeks' annual leave (pro-rata)

10 days' personal leave (pro-rata)

Long service leave



HOW TO APPLY

To apply for this position, please call please call Tom Hobbs, Pack Works Coordinator on 9479 6008 or email info@unisson.org.au



PACK WORKS CODE OF CONDUCT

EVERYBODY WHO HAS A JOB NEEDS TO FOLLOW RULES.



Unisson has rules for how people behave when they are at work. It is called a Code of Conduct.

You work for Unisson, so you must follow Unisson's Code of Conduct.



The Code of Conduct states that you must:

Be respectful to everybody in your workplace. If you think someone is not being respectful, talk to your Support Facilitator or Pack Works Coordinator



Do your job safely. Follow the WHS Guidelines.



Do the best job you can, as you were shown.



Obey the law, e.g:

- No stealing
- No pushing
- No violence



Be honest, polite and fair, e.g:

- No bullying
- No being rude or hurtful
- No yelling or swearing



Respect other people's and Unisson property



Follow Unisson's rules e.g. the Policies and Procedures



If you are unsure of anything, ask your Support Facilitator or Pack Works Coordinator

WORK HEALTH AND SAFETY (WHS) GUIDELINES

AS AN EMPLOYEE YOU NEED TO:



Keep your workplace safe, clean and tidy



Comply with safety signs and rules



Behave in a safe way that keeps you and other people safe



Do each job the way you were taught and the way it is in the Safe Work Procedures



Report all incidents, near misses and injuries to your Support Facilitator



Tell your Support Facilitator if you see something that isn't safe



Participate in emergency response drills



Attend workplace meetings



Encourage safe behaviour from other people



Participate in training about WHS



If you injure yourself you will need to have a Return To Work Plan



No smoking in Unisson buildings/cars. If you smoke, we will show you where you can smoke



No drinking alcohol or taking drugs before or at work



Wear any uniforms or safety equipment as asked



You must be clean, neat and tidy

PACK WORKS PERFORMANCE MEASURES AND EVALUATION CRITERIA

SUPPORTED EMPLOYEE PERFORMANCE WILL BE EVALUATED ON THE BASIS OF THE FOLLOWING

- How well you do your work eg: each step of the task
- How fast you can work without making mistakes
- Your understanding of the job you do
- Underpinning work skills
- Level of job under the Greenacre Assessment Tool
- % of higher level tasks
 - These are measured by the Greenacre Assessment Tool

WE ALSO LOOK AT

How well you follow the rules at work; and understand the Policies and Procedures in your Employee Handbook, such as the:

- Code of Conduct
- WHS Guidelines

If there are problems with the way you are working, your Support Facilitator or Pack Works Coordinator will talk to you and help you work out a solution.

If you are not sure of any of the policies and procedures, you can talk to your Support Facilitator or Pack Works Coordinator.

Unisson will provide you with training so you understand your duties and Unisson's Policies and Procedures.

I agree to follow the Pack Works Role Profile, which includes the Code of Conduct, Work Health & Safety (WHS) Guidelines and for Unisson to evaluate my work performance.

.....
Signed
Employee

.....
Date

.....
Name
Advocate/Parent/Guardian

.....
Signed
Advocate/Parent/Guardian

.....
Date