

Form - Employee - Interview Questions – Life Skills Officer & Home Care Worker

Candidate Name: _____

Address: _____

Date: _____

Interviewers:
(panel member names) _____

Intro. Provide a brief overview of Headway and the services that it provides - including the following statement - (Panel member prompt)

Headway Gippsland Inc. is committed to the safety and wellbeing of all children accessing our service, including the cultural safety of aboriginal children, cultural safety of children from CALD backgrounds and the safety of children with a disability. Headway has zero tolerance for child abuse, believes the rights of the child are paramount and they should feel safe and supported accessing our service.

We have specific policies and procedures in place to support and educate our staff and volunteers and all allegations and safety concerns will be treated seriously and acted upon immediately.

Can you tell me what you know about Headway Gippsland? _____

Tell us about yourself: _____

Are you looking for permanent or casual work? Casual Permanent

What is your availability?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
W1							
W2							

Comments: _____

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NDIS Worker Screening Check Yes No In Process #

Working with Children Check Yes No In Process #

Qualifications: _____

Level Two First Aid: Yes No Provide CPR: Yes No

Driver's licence: Yes No #

Car Insurance: Full comprehensive required for any position that delivers support or services
(*please be advised you may need to note on policy that vehicle is used for work purposes*)

Comprehensive Yes No 3rd Party Yes No

Do you have any pre-existing health conditions/problems that may prevent you from performing any of your duties if you are successful? Yes No

Why have you applied for this position? What skills or experience do you believe you could offer this role?

Applicant's comments

The NDIS Scheme was legislated in 2013 – have you had any experience with people with a disability or the NDIS scheme and “how do you think it benefits the people we support”?

Applicant's comments

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Headway Gippsland is committed to the welfare and rights of all our participants. How do you ensure clients are kept safe and feel safe? What would you do if you suspected a participant was not safe, or you saw something that did not seem right?

Applicant's comments

What steps would you take if a participant tripped and fell in front of you?

Applicant's comments

What steps would you take if you suspected a participant was having a heart attack?

Applicant's comments

Sometimes people with disabilities like all members of society experience behaviours of concern, please outline some steps that you could take to support yourself, then family, and the participant.

Applicant's comments

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LSO – How do you help your client work towards achieving their goals and maintain their independence and dignity?

LSO – How do you ensure you are respecting a clients privacy whilst assisting them with personal care or attending medical appointments with them?

LSO – Participants may have many stakeholders involved in their daily lives can you provide some suggestions on how communication across multiple service providers is undertaken

LSO – How do you manage difficult conversations with clients or their families? Tell me about a time you have had to provide emotional support to a client in distress

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HCW – How would you respond if you were asked to move furniture to vacuum underneath it?

HCW – Headway Gippsland has recommended cleaning products and equipment listings for your safety although they are not compulsory. How would you respond to a participant or family member requesting you to use a product not on this list?

HCW – How would you respond if you were asked to complete tasks that are not on your specified task list?

HCW – How would you respond if you were asked to transport the client during your shift?

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Do you have any further information that you would like to add to this application?

Closing. Provide a brief overview of the process from here including timelines -

(Panel member prompt) Thank you for attending this interview, it has been a pleasure meeting you and learning a little more about your experience and skills

If you are successful, when are you available to commence? _____

Advise timeline that the Applicant will be advised whether they are successful or not

If they are successful, they will be sent a letter of offer and a request for documentation to be provided. Once this is completed and returned, they will be sent a contract and position description.

Advise they will receive an induction shift and suitable matching will occur.

Panel member comments (proceed with employment yes/no) state concerns or comments

Signature of Panel member: _____