

# Working in your Organisation

## Job description or jobs

A job description lets you know what you need to do to get your job done. If you don't understand something in your job description, talk to your manager about it. If you know what it is you need to do at work and how to do it, it will make you happy and enable you to help others.



## Probation (only for new employees)

Probation happens when you start a new job. It is a period of time during which you and your manager think about how you are going with your job. During the probation period, you and your manager will decide if this is the job for you. Probation periods can be a minimum of three months and a maximum of six months.

## Your pay

The manager will give you correct and up-to-date information about how and when you will be paid and how much.

## Training and support to do your job

In your job, you will get a chance to set some goals. These goals are about the new things you want to do at work. They will also help you to decide what you need to learn so that you can do these new things at work.

You will do your job best if you are shown what you have to do, and if you get the chance to practice doing it. You will also do your job better if you get extra training and learn new things.

## Look after yourself and others

- do not do anything that may risk your safety or health
- talk to somebody about any worries about health and safety
- do not turn up for work when you cannot do your job or you are 'under the influence' of drugs or alcohol and can put yourself and others at risk of at harm
- do not smoke in the workplace or in non-smoking places
- be honest

## Be honest

- be honest and fair with other staff members, clients, and management
- be truthful to other staff members, clients and your manager

- respect each other and each other's cultural differences including visitors
- respect each other's individual values, beliefs and ideas
- treat clients and other workers all the same, do not discriminate
- do not fight in the workplace
- do not use bad language (swearing) in the workplace.
- look after the organisation's property
- respect your client's privacy and their property and belongings at all times
- listen to your manager and what they are telling you
- respect your manager
- strong feeling of or problems from jealousy can get in the way of work, talking to your coordinator or manager can help

If you need to go to the clinic or do money business in work hours you must tell your manager before leaving work.



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## Going to work everyday

- if you are sick or have family problems and you cannot go to work, you must let the manager know before your shift starts or the day before
- be on time for work every day, if you are going to be late let somebody know straight away so they can make sure your clients are being looked after
- if you do not let anybody know you can miss out on getting paid or receive a warning

## Be responsible

- be on time for work and appointments
- be supportive of your organisation's policies and procedures
- do not do private business during work time
- do not use your mobile phone at work, turn it off or put it on silent
- comply with all lawful and reasonable directions from your Managers and those acting on their behalf
- do not put anything on Facebook about your work, your clients, other staff or your workplace.
- do not check Facebook at work

## Teamwork

- work together as a team and don't just get one person to do all of the work
- don't let your team down by not letting them know where you are or not coming to work
- help each other and get your job done so others don't have to do it
- be proud of the team you are a part of

## Dressing for work

### What to wear

A clean uniform if you are supplied with one  
Closed in shoes  
Neat and tidy clothing (culturally appropriate)  
Keep hair tied back and neat and tidy



### What not to wear

Bare feet or Rubber thongs  
Worn out shoes  
Dirty or torn clothing  
Singlets or casual shorts



## Mobile phones

Know your policy about mobile phones at work.

Here is an example of good practice and reasons for employees NOT to use mobile phones in the workplace;

- the safety of employees when driving or operating vehicles or any equipment
- how it affects productivity
- interruptions to work flow
- private conversations are not kept private



## Face book

Follow your organisation policy on face book.

## Work vehicles and work property

- work vehicles are for work tasks only
- work vehicles must not to be used for personal pickups or personal business unless the manager agrees
- respect all work property
- look after all work property and return it at the end of the day
- tell your manager if something is damaged or needs to be repaired

## What is expected of you at work

### Top Tips

- always be on time for work
- always be honest
- respect your clients, other workers and managers
- be neat and tidy when you are at work
- look after work property
- work time is for work not private business

