



**NDIS Quality
and Safeguards
Commission**

Position Description Builder for Participants

Guide to complete template offline



NDIS Workforce Capability Framework

Contents

Introduction	3
Purpose of position	4
Position Title	4
Position purpose	4
Type of work	4
Capabilities.....	4
About the position	5
About me	5
My values and expectations	5
Work Location.....	5
Pay and conditions (optional)	6
Type of engagement.....	6
Working hours	6
Responsibilities and requirements	6
Key tasks and expectations.....	6
My preferences.....	7
Key relationships.....	7
Requirements.....	7
Essential requirements	7
Desirable requirements	8
Qualifications	8
Essential qualifications	8
Desirable qualifications	8
Skills or experience	8
Essential skills or experience	8
Desirable skills or experience	8

Introduction

This guide is for NDIS participants to complete a position description downloaded from the [Position Description \(PD\) Builder](#).

Where possible it is recommended that you complete your position description in the online PD Builder. You can then download the completed template.

If you are unable to complete all the information in one sitting, you can download the partially completed template once you have filled in the mandatory fields, which are:

- Position title
- Position purpose
- Type of work
- Additional capabilities

Once you have completed these fields, the relevant Framework capabilities will populate the template based on the type of work you selected. You can then download the template and add in your specific requirements.

This guide explains how to fill in the remaining sections of your position description.

Purpose of position

Position Title

You will complete this section in the online PD builder.

Position purpose

You will complete this section in the online PD builder.

Type of work

You will complete this section in the online PD builder.

Capabilities

The capabilities will be downloaded by the online PD builder based on the type of work you selected. For more information about the capabilities and to see details about the behaviours and knowledge required, refer to the [NDIS Workforce Capability Framework](#) (the Framework).

About the position

About me

You may want to provide some information about yourself that would be useful for your potential worker to know. You should only provide details you are comfortable with others knowing.

For example:

- I have a physical disability and need support in the morning to get ready for work.
- I am a proud member of the rainbow community.
- I really like listening to rock music, but I don't love being in conversations with more than 2 or 3 people.

My values and expectations

Enter information such as your values and your expectations about the attitudes and approach you expect workers to demonstrate.

For example:

- I am looking for workers who are patient and resilient.
- I expect workers to have good communication skills and show a genuine interest in getting to know who I am and what I like to do.
- I expect my workers to know how to support me to uphold my rights.

Tip:

- If you would like more ideas on what to include in this section, have a look through the behavioural indicators in [the Framework](#).

Work Location

Potential workers need to know where they will be expected to work. There is no need to list your address but it is useful to state the suburb so they know how much travel would be involved.

Tip:

- Indicate if you expect the work to be carried out in more than one location.

For example:

- Work location: Most of your work will be based in Castlemaine. Once a week I work in Melbourne and will require support while I am there.

Pay and conditions (optional)

If you are directly employing your worker/s, you may want to include information such as dollars per hour, dollars per annum/year, or indicate a pay range depending on the applicant. You can also use this section to provide any other information on conditions. For example, superannuation, leave, training etc. Potential workers need to know this information before accepting a role.

Type of engagement

For example:

- Permanent – is the role ongoing?
- Temporary – is the role for a limited period such as a contract for 3 months?
- Occasional – is the worker engaged as needed such as on a casual contract either as an employee or as a contractor?

Working hours

Enter the expected working hours.

Tip:

- Indicate whether the position requires regular hours, every week, or irregular hours and different days.

For example, work is required:

- 3 hours, every Monday and Wednesday
- 15 hours of work per week, timing negotiable

Responsibilities and requirements

Key tasks and expectations

Describe the main tasks and expectations for the position.

Tip:

- This information prepares the worker for exactly what they are expected to do and how you want them to work with you so there are no surprises on the job.
- You do not need to list every task – approximately six points are recommended.
- Provide enough information so that they understand the main tasks and your expectations of capabilities.
- You should not reveal personal details of your support needs in this document if you are not comfortable sharing them with all potential applicants.

For example:

- Help me with my meal preparation
- Assist me with my bathing and other personal hygiene tasks
- Support me to achieve the goals in my behaviour management plan
- Work with me to build my confidence and skills to do my own shopping.

My preferences

You can outline any specific or alternative needs here.

For example:

- I have a companion dog so you need to be comfortable working around animals.
- I like to go out for a walk early in the morning.

Key relationships

Enter any key contacts, such as members of your support team or family that the worker may be in regular contact as part of this role and the relationship they have with them.

For example:

- My parents' opinions are important, but I expect you to support me to make my own decisions.
- My siblings are important to me and often accompany us to social events
- Work with other support workers to coordinate my support

Requirements

Essential requirements

List any essential requirements for the position.

Tips:

- Only include what is essential to perform the role so that workers who are otherwise suitable are not excluded

For example:

- Criminal history check
- Working with Children's (WWC) check
- NDIS Worker Orientation Module
- Current Driver's Licence
- ABN
- Insurance
- Other (specify)

Desirable requirements

List any additional requirements that are an advantage but are not essential

Qualifications

Essential qualifications

List any essential qualifications.

For example:

- Cert III in Individual Support
- Qualified occupational therapist

Desirable qualifications

List any additional qualifications that are an advantage but are not essential.

For example:

- ability to communicate using Auslan sign language
- experience supporting a participant with swallowing difficulties
- experience supporting a participant who uses a catheter
- experience working with infants and young children.

Skills or experience

Essential skills or experience

Describe any required skills or experience that would be useful to have but not essential.

For example:

- Experience working with people with disability
- Manual handling training
- Experience with mental health
- 1:1 support experience

Desirable skills or experience

Describe any desirable skills or experience that would be an advantage but are not essential.

For example:

- Experience working with people with disability
- Manual handling training
- Experience with mental health
- 1:1 support experience