



**NDIS Quality
and Safeguards
Commission**

NDIS Workforce Capability Framework

What's the Position Description Tool?

Easy Read fact sheet



How to use this fact sheet



The NDIS Quality and Safeguards Commission (NDIS Commission) wrote this fact sheet.

When you see the word 'we', it means the NDIS Commission.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Bold

We have written some words in **bold**.

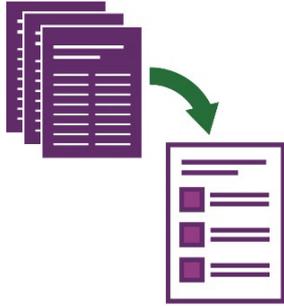
Not bold

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 13.



This Easy Read fact sheet is a summary of another fact sheet. This means it only includes the most important ideas.



You can find the other fact sheet on our website.
[workforcecapability.ndiscommission.gov.au/
tools-and-resources/Factsheets](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/Factsheets)



You can ask for help to read this fact sheet.
A friend, family member or support person may be able to help you.



What's in this fact sheet?

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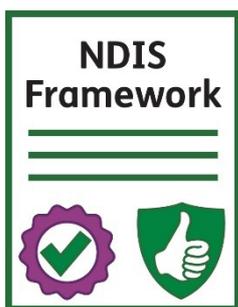
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What's the NDIS Workforce Capability Framework?



The NDIS Workforce Capability Framework explains what we expect from the **NDIS workforce**.

We call it the Framework.

The NDIS workforce is the group of people who:



- provide services to **participants**



- support them in their daily lives.



Participants are people with disability who take part in the NDIS.

The Framework helps the NDIS workforce understand:



- how to provide good quality support



- the skills they need



- the **attitudes** they need to have.

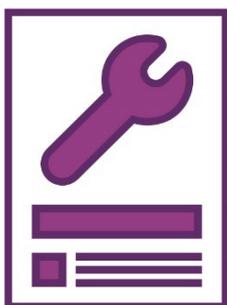


Your attitudes are what you think, feel and believe.



The Framework can also help participants explain how they want to receive support.

What's the Position Description Tool?



The Position Description Tool is part of the Framework.

We call it the Tool.



The Tool helps you create a **job description**.

A job description gives information about a job that you want someone to do.

It explains:



- the job



- what skills the right worker needs



- what supports they need to give.



You can put the important information about the job into the Tool.

The Tool will then create a job description for you.



It takes about 30 minutes.

There are different Tools for:



- participants who hire their own workers



- **service providers.**

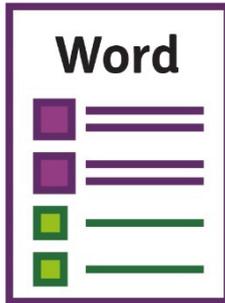


Service providers support other people by delivering a service.



You can find the Tool on our website.

[workforcecapability.ndiscommission.gov.au/
tools-and-resources/position-description-builder](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/position-description-builder)



You can also download a Word document once you start.

How can you use the Tool?

Participants



Participants can use the Tool.

For example, Jen wanted to hire her own support workers.



But she wasn't sure:

- where to start
- how to make sure the workers knew what she expected.



She used the Tool to create a job description.



The job description made it clear what she needed from her workers.

And it helped her know the right questions to ask people who wanted the job.



The Tool also included a guide for her workers when they started.

Service providers



Service providers can use the Tool.

For example, NDIS Care is a service provider that wanted to hire workers to give support.

NDIS Care used the Tool to create clear job descriptions for:



- support workers



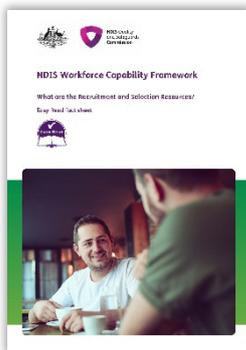
- team leaders.



NDIS Care worked with their participants to make sure the job descriptions had the right information.



They also used the Recruitment and Selection Resources to get more information about hiring workers.



We wrote an Easy Read fact sheet to explain the Recruitment and Selection Resources.



You can find it on our website.

[workforcecapability.ndiscommission.gov.au/
tools-and-resources/easy-read-resources](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/easy-read-resources)

Word list

This list explains what the **bold** words in this document mean.



Attitude

Your attitudes are what you think, feel and believe.



Job description

A job description gives information about a job that you want someone to do.

It explains:

- the job
- what skills the right worker needs
- what supports they need to give.



NDIS workforce

The NDIS workforce is the group of people who:

- provide services and support to participants
- support them in their day-to-day lives.



Participant

Participants are people with disability who take part in the NDIS.



Service providers

Service providers support other people by delivering a service.

Contact us



You can call us from 9am to 5pm,
Monday to Friday.



If you live in the Northern Territory, you can
call us from 9am to 4.30pm.



You can call us.

1800 035 544



You can send us an email.

contactcentre@ndiscommission.gov.au



You can write to us.

NDIS Quality and Safeguards Commission
PO Box 210
Penrith
NSW 2750



You can go to our website.

[workforcecapability.ndiscommission.gov.au/
framework](https://workforcecapability.ndiscommission.gov.au/framework)



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