

TASMANIAN COMMUNITY SERVICES INDUSTRY PLAN 2021 - 2031

# Workforce Coordination Project



## Tasmanian Community Services Industry Information Resource Pack

for

**Career Advisory and  
Employment Service Providers.**

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This electronic resource pack is designed to help career advisors and employment service providers support the career curious to explore roles in community services and find jobs in the industry. It contains links to websites with useful information about roles, work requirements, accessing relevant training and industry supported sites.

General career pathways are included for each of the sectors: Aged Care, Disability, Education and Care and Social Services.

The resource also provides links to websites with information, resources and programs that support the range of circumstances your clients may be facing while exploring career options.

Information Guides about each sector, and programs that support individual situations designed primarily for the career curious are available at [www.workwithpurpose.au](http://www.workwithpurpose.au).

This resource has been developed with input from the industry partners, governments, and career/employment providers.



## Aged Care Resources

Site	Provided by	Description
<a href="#">Overview of aged care</a>	Aged and Community Care Providers Association (ACCPA).	Lists the types of care involved in the sector with drop down menu for employment which includes traineeship information, careers with videos of people working in the sector, and a right fit toolkit.
<a href="#">More than you Give overview</a>	Aged and Community Care Providers Association (ACCPA).	Shows the careers, types of services and skills needed in a downloadable pdf.
<a href="#">Pathways into care and support</a>	Federal Government.	Site page has more details about roles and provides ideas for a range of different circumstances career curious people have, e.g. I am studying at university, I am new to the workforce, etc. It is part of the <i>A Life Changing Life</i> campaign.
<a href="#">Right Fit Toolkit general</a>	Aged and Community Care Providers Association (ACCPA).	Provides outline of variety of jobs through clicking on topics. Details of the fit and areas of work are in downloadable pdfs.
<a href="#">Right Fit Toolkit flyer</a> <a href="#">Right Fit checklist</a> <a href="#">Right Fit Rural &amp; Remote checklist.</a>	Aged and Community Care Providers Association (ACCPA).	Flyers and checklists provide broad outline of the qualities and some skills needed for the roles as downloadable pdfs.
<a href="#">Equip Aged Care Learning (utas.edu.au)</a>	UTAS	Short modules about the sector which outline aspects of the sector. Each is 10 minutes.
<a href="#">Employment registers</a> specifically for aged care.	Aged and Community Care Providers Association (ACCPA).	Users register and get an application form for one role. They can then specify on the application form all roles they are interested in.
<a href="#">Disability Employment Services</a>	Disability Employment Australia	Site for those living with a disability who are looking for work with search for Tasmanian providers and advice for employers.
<a href="#">Working with Vulnerable People</a>	Tasmanian Government.	Site to apply for WWVP registration. Outlines application requirements.
<a href="#">First Aid Search for training providers   Your Career</a>	Federal Government	Details of search for first aid offerings in Tasmania – public and private providers.
<a href="#">Volunteering Tasmania roles</a>	Volunteering Tasmania.	Site outlining how to be involved while looking for work. Can provide opportunities to commence career with an employer.

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## Aged Care careers:

There are many jobs in Aged Care, here are just a few of them:

Aged Care Worker	Personal Care Worker	Enrolled Nurse	Registered Nurse	Facility Manager
Diversional Therapist	Nutritionist	Quality and Compliance Officer	Chef	Rostering Clerk

## Aged Care sample pathway:

There are many jobs in Aged Care with different career paths. The following shows a possible pathway from commencing worker to a management role. Details of different career pathways can be found at: [Career Pathways and Job Roles](#).



## Disability Resources

Site	Provided by	Description
<a href="#">A life Changing Life   Care and Support Jobs</a>	Federal Government	Site has options to navigate for roles, occupations, stories of working in the sector and pathways. Has overview of a variety of qualifications and other requirements needed.
<a href="#">Your Career</a>	Federal Government	Shows results for roles and occupations in the Disability sector with short descriptions. Each entry has direct link to vacancies. Main site allows users to search for roles and occupations in other sectors.
<a href="#">Seek Disability</a>	Seek	This is part of the Seek employment site. Has video story of working as disability support worker. Also provides links to the qualifications and requirements for the role. Searches can be done for other roles in Disability.
<a href="#">Disability work fit tool</a>	NDIS Quality and Safeguards Commission	Provides users with a suitability self-assessment tool with three sections – attitudes and values, potential situations, and information on lived and work experience. Online tool that also provides downloadable Word document to show pathway
<a href="#">Working with Vulnerable People</a>	Tasmanian Government.	Site to apply for WWVP registration. Outlines application requirements.
<a href="#">NDIS Worker Screening Check</a>	Federal and Tasmanian Governments	If client gets work with a NDIS provider, they will need to add this check to their WWVP check.
<a href="#">First Aid Search for training providers   Your Career</a>	Federal Government	Details of search for first aid offerings in Tasmania – public and private providers.
<a href="#">Volunteering Tasmania roles</a>	Volunteering Tasmania.	Site outlining how to be involved while looking for work. Can provide opportunities to commence career with an employer.

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## Disability careers:

There are many jobs in Disability, here are just a few of them:

Support Worker      Local Area Coordinator      Diversional therapist      Occupational Therapist      Team Leader  
Account Manager      People and Culture Manager      Quality and Compliance Officer

## Disability sample pathway:

There are many jobs in disability with different career pathways. This shows a general career pathway. You will see more detailed care career options at: [Care Careers](#).



## Education and Care Resources

Site	Provided by	Description
<a href="#">EYSAC Workforce Hub</a>	Early Years and School Aged Care(EYSAC) with Early Childhood Australia (ECA) Tasmanian Branch	Site provides overview with links to roles, career pathways, qualifications and resources, suitability quiz, job vacancies with capacity to get job alerts and events.
<a href="#">Health Care and Social Assistance careers.</a>	Federal Government	Provides information about education and care (childcare) careers with details of qualifications
<a href="#">E &amp; C Career Pathways</a>	EYSAC and ECA Tasmanian Branch	This page provides a list of role types across the sector. Also provides a direct link to a quiz (Good Fit Tool) to ascertain if this is a suitable sector for the user.
<a href="#">E &amp; C Good Fit Tool</a>	EYSAC and ECA Tasmanian Branch	This is the quiz to ascertain if this sector matches the candidate's attitudes, beliefs, and skills. Also identifies availability and current qualifications for follow up. Provides links to roles, good fit factors, service descriptions, work structures and other links for more information.
<a href="#">Be the Difference video 1</a>	EYSAC	This video outlines the type of work being done in the role in a Lady Gowrie centre in Tasmania.
<a href="#">Working in Education and Care Tasmania</a>	Tasmanian Government	Site outlines the general qualifications needed for different types of education and care roles. Provides a link to the <a href="#">Australian Children's Education and Care Quality Authority - ACECQA</a> site for details of qualifications and any specific requirements for Tasmania.
<a href="#">Working with Vulnerable People</a>	Tasmanian Government.	Site to apply for WWVP registration. Outlines application requirements.
<a href="#">First Aid Search for training providers   Your Career</a>	Federal Government	Details of search for first aid offerings in Tasmania – public and private providers.
<a href="#">Volunteering Tasmania roles</a>	Volunteering Tasmania.	Site outlining how to be involved while looking for work. Can provide opportunities to commence career with an employer.
<a href="#">Guide to Traineeships - EYSAC</a>	EYSAC	Site provides a downloadable pdf with all relevant information about traineeships for the sector.
<a href="#">Qualifications Check</a>	ACECQA.	Site allows users to check what qualifications are approved by the Australian Children's Education and Care Quality Authority (ACECQA) for different roles and table of approved qualifications to search.

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## Education and Care careers:

There are many jobs in Education and Care, here are just a few of them:

Early Childhood Educator

Program Leader OSHC

Room Leader Long Day Care

Early Childhood Teacher

Family Day Care Educator

Inclusion Professional

Centre Manager

## Education and Care sample pathway:





## Social Services Resources

Site	Provided by	Description
<a href="#">About community work</a>	Australian Community Workers Association (ACWA).	Site provides overview of community work in Australia. There is a list of common job titles to assist career curious and a downloadable pdf <i>A Guide to Community Work in Australia</i> which outlines qualifications needed, roles and practice fields. The site has link to a video where workers outline various roles in the sector.
<a href="#">Disability Employment Services</a>	Disability Employment Australia	Site for those living with a disability who are looking for work with search for Tasmanian providers and advice for employers.
<a href="#">Working with Vulnerable People</a>	Tasmanian Government.	Site to apply for WWVP registration. Outlines application requirements.
<a href="#">First Aid Search for training providers   Your Career</a>	Federal Government	Details of search for first aid offerings in Tasmania – public and private providers.
<a href="#">ACWA jobs page</a>	ACWA	Page provides details of employment sites to search.
<a href="#">Seek Social services</a> <a href="#">Ethical jobs</a>	Seek Ethical Jobs	Both sites have useful quick searching for jobs across the range of roles in social services. <i>Seek</i> site also provides means to explore more about roles while <i>Ethical Jobs</i> provides direct searching by work type with ability to select locations
<a href="#">Volunteering Tasmania roles</a>	Volunteering Tasmania.	Site outlining how to be involved while looking for work. Can provide opportunities to commence career with an employer.

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## Social Services careers:

There are many jobs in Social Services, here are just a few of them:

Family Worker

Support Worker

Housing Support Officer

Project Officer

Case Manager

Counsellor

Youth Worker

Community Development Officer

Team Leader

Administrator

## Social Services sample pathway:

There are many and diverse jobs and roles in this sector across a number of fields and specialisations which may need different starting off points. Here is a pathway from front-line practitioner to management. See: [About community work](#) to download *A Guide to Community Work* for details on different careers.



## Individual Circumstances Resources

Circumstance	Site	Provided by	Information and supports
I'm still at school	<a href="#">Careerify and Years 9-12 DECYP</a>	Tasmanian Government	Provides tool kit, resources, supports, guidance, stories of employees and links to other sites for job readiness.
Find my situation e.g. I'm on a gap year, I'm already working.	<a href="#">Job JumpStart</a>	Federal Government	Start career exploration based on client situation. Has interactive resources to help clients find work preferences, flexible occupations, seek out jobs and know about work rights. Provides links to government initiatives and job searching.
I'd like advice to get ready to work.	<a href="#">Get help for jobs in Tasmania</a>	Tasmanian Government	Clients can set up <i>My Jobs TAS</i> page, scroll to a Job Hub or Career Connector and other programs offering supports for getting ready for work such as transport, additional work skills and literacy support.
I want to know about training in Tasmania.	<a href="#">Skills Tasmania</a>	Tasmanian Government	Link to Vocational Education and Training courses and providers including apprenticeships and traineeships in Tasmania.
	<a href="#">University of Tasmania</a>	University of Tasmania	Link to commence searching courses where client can search by keyword (e.g., Community) or by study area (e.g., Health and Medicine to find Applied Health and Community Support or nursing courses). The page also allows clients to choose study options, short courses, pathways to university, undergraduate certificates and applying early without an ATAR.
I want to know about training and supports for me, e.g. I'm over 40, I'm a school leaver.	<a href="#">Skills and training</a>	Federal Government	Start career and support exploration based on client situation and includes supports and training for employment in Tasmania.
	<a href="#">26TEN</a>	Tasmanian Government	Overview of literacy building initiatives. There are links to general skills programs, collective work in communities where agencies like Neighbourhood Houses and libraries offer supports to build digital, spoken, and written language skills.
I'm a migrant.	<a href="#">Migrant Resource Centre</a>	Migrant Resource Centre	Site shows the supports for migrants and advice to understand eligibility for roles based on visas. Link to services including the

			Migrant Network Tasmania site where job and career information is detailed with industry specific information for Health and Community.
	<a href="#">Migrant Talent Connectors</a>	Migrant Talent Connectors	Site shows services that support a migrant to identify career options, connect with employers, build English literacy, prepare job applications and get ready for work interviews.
	<a href="#">Migrant Resource Centre Launceston Employment Programs</a>	Migrant Resource Centre Launceston	Site shows employment supports in Northern Tasmania. Clients will need to make face-to-face contact with the service to access supports.
I'm over 45	<a href="#">Work45+</a>	Work 45 Plus	Tools for helping secure employment. Links to a range of supports and information about employment options.
I have a disability	<a href="#">Disability Employment Australia</a>	Disability Employment Australia	Find what supports for clients living with a disability can access, search for an employment service provider near them and download more information.
I would like to volunteer for a while	<a href="#">Volunteering Tasmania roles</a>	Volunteering Tasmania	Links to opportunities to volunteer to enhance work readiness or contribute to the community services industry.

**Clients can access sector and individual circumstances information guides at:**  
[www.workwithpurpose.au](http://www.workwithpurpose.au)