



First day at work

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Video Three helps new employees understand what might happen on the first day and address some of their concerns about the unknown.

The orientation or induction process often includes learning about rules in the workplace, being shown around the centre and receiving or being measured for a uniform.

Talk about what a person might expect when they start working

Sign on

Although different workplaces might have alternate ways of signing in, it is a requirement for many organisations. Signing on at the start of the day or a shift might involve simply writing their name down and the time of commencement or it might involve using an electronic sign-on system, such as logging in on their phone.

Attire

Many services provide a uniform shirt, which means people receiving care and others know who a staff member is, helps staff to look neat at work and to meet the organisation's 'dress code' (a set of rules about what is or isn't appropriate clothing for the setting). It also means that staff don't have to worry about what they wear each day.

In aged care settings, it is also important that people wear the correct footwear. Covered shoes help to protect the care worker from injury. The requirement will differ from one workplace to the next so the care worker must check what is appropriate.

Phones

Some workplaces allow staff to keep phones on them, especially when the staff member is moving around the community, or they receive their roster via their phone. In centres though, staff may be expected to put phones away safely, so they don't distract the worker from the care they are providing to clients. Staff should not take or make personal calls on their phone while they are at work.

Observation

It is important that new workers take their cues from experienced staff members. Staff who have been working with the people accessing care services often understand what the person needs, any limitations and how to support the person to be independent. New workers should watch and listen carefully and follow the example set by experienced staff. But don't be afraid to ask questions if something doesn't seem right or is confusing.

Breaks

Staff are not expected to work continuously, they need to take breaks, but these will be at times set by management so that people receive the help they need in a timely manner.