

Is This Workplace Working For Me? Top 10 things to ask yourself about your current or future workplace

- 1. Know your values.** What's important to you right now? List them and number them in order of importance. Consider the examples below:

It's important to find a workplace that supports your personal values and what's important to you right now, i.e. Are learning and career growth or flexibility and paid parental leave more important to you right now? Knowing this will help you compare and contrast different workplaces.

- | | |
|--------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Learning | <input type="checkbox"/> Particular type of therapy |
| <input type="checkbox"/> Career growth | <input type="checkbox"/> Paid Parental Leave |
| <input type="checkbox"/> Money | <input type="checkbox"/> Flexibility |
| <input type="checkbox"/> Team and culture | <input type="checkbox"/> Support |
| <input type="checkbox"/> Particular client group | <input type="checkbox"/> Other: |

- 2. How frequently do clients attend?** Weekly? Fortnightly? Monthly? Intensively? (Such as 5 times in a week).

- 3. How long are sessions (and does the time include indirect service)?**

i.e., 50-minute hour where 50 minutes is face-to-face and 10 minutes (for transitions, set up and documentation)? vs 60 minutes face-to-face.

- 4. How many clients are you expected to see?** What are the Key Performance Indicators (**KPIs**) expected- how many billable hours per week?

- 5. What are the expectations regarding caseload?**

- Starting caseload: Full caseload:

How quickly are you expected to build to a full caseload?

For offsite sessions (homes, schools), is travel included in the required hours?

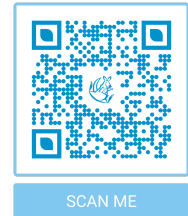
Will you have the opportunity to shadow existing team members as part of your hours during the early months?

Note: Caseload and KPI billable hours are different.

With cancellations, you will need to schedule > 24 clients to reach a KPI of 24.

KPI of 24 with Weekly 60min clients= Caseload of 24+ (24 goals, treatment plans, phones calls, emails, reports)

KPI of 24 with Fortnightly 30min clients = Caseload of 96+ (96 goals, treatment plans, phones calls, emails, reports)



6. What supervision, mentoring and professional development are included?

- 1:1 supervision frequency: Group supervision frequency:

Is your supervisor available to join sessions to provide coaching or support you if you're having a tough session?

What professional development is available internally and externally? Will you receive a PD budget? (How much?)

7. Career Pathways

How will the business help you grow? Are they offering a year or a career?

Does the business have the capacity for you to grow within the business? Beyond this year, how will the business support you to grow and develop your career?

Does the business have a variety of career pathways available or just one pathway? What are the opportunities for advancement and growth?

8. What is the rate of pay?

- Annual base rate: Superannuation: Other: Total package:
- NB: Recruiters may include superannuation into the amount (i.e., "The package is \$77,350". This translates to \$70,000 plus \$7,350 superannuation).

9. Administration and reception: What admin supports are provided?

e.g., answering phones, doing intake, taking payments, organising schedules, cancellations and reschedules, mailing Medicare letters, purchasing.

10. The Business:

How long has the business been around? Does the business have good systems? Where does the business see itself in 3 years and 5 years?

Is the business profitable? This is important for the sustainability of the business long term, to receive salary increases and bonuses, purchase resources, and have opportunities to grow within the practice.

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