

POSITION DESCRIPTION:

Position title:	Disability Support Worker
Status:	Casual / Permanent Part Time
Location:	Various Worksites
Classification level:	SCHADS Level 2
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (MEA)
Reporting to:	Senior Coordinator/CEO
Date Approved:	1 July 2012 Revised: September 2018

WORKING ENVIRONMENT

Code of Conduct

All employees must abide by the Organisational Code of Conduct.

Workplace Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations workplace health and safety policies and procedures.

Performance Review:

A Performance Review will be conducted using the Organisation's Performance Management process.

POSITION SUMMARY

A Disability Support Worker at this level provides direct care assistance for participants of the Organisation.

A Disability Support Worker at this level possessing an appropriate qualification (as identified by the employer) at the level of certificate 3 or above may be required by the employer to undertake duties of supervising the work of others as part of the delivery of disability services.

SERVICE OBJECTIVES

To provide participants with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life. The employee is expected to operate with:

- A high level of commitment

- Appropriate follow through of any tasks until completion or as otherwise agreed with by the site coordinator or delegated staff
- An understanding of the standards of the National Disability Insurance Scheme framework
- Consideration, understanding and respect for participants and their families
- An understanding of the need for consultation, where relevant, and in collaboration with colleagues, managers, external partners and other staff
- An appreciation of the necessity to use initiative and find positive solutions in response to identified needs.

LEVEL OF RESPONSIBILITY

This position is directly responsible to the Senior Coordinator/Service Manager for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general guidance and the overall direction of the Chief Executive Officer. The employee is required to undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and / or judgement within clearly established procedures and / or guidelines.

SUPERVISION

A Disability Support Worker at this level works under general guidance and operates within established routines, methods, standards and procedures and is responsible for managing time, planning and organising their own work and may be required to provide limited guidance to new employees.

KEY TASKS AND DUTIES *(including Key Performance Indicators)*

1. Assisting in the development or implementation of participant plans including support for daily activities such as preparation for morning and evening routines, meal planning and preparation, managing personal budgets, personal hygiene, household tasks, outing preparation and other tasks associated with daily living under limited supervision either individually or as part of a team
2. Implementing participant skills and activity programmes under limited supervision either individually or as part of a team assisting in the development or implementation of participant plans
3. Supervising or providing a wide range of personal care services to participants under limited supervision either individually or as part of a team
4. Administer and monitor prescribed medication in accordance with established policies and procedures
5. Provide support to participants in the achievement of personal goals in alignment with their NDIS Plans
6. Provide transport of participants as required

7. Ensure that the service provided is in keeping with the Disability Service Standards and the policies and procedures of the Organisation
8. Interact and communicate with other direct care team members in the interest of the participants and of achieving a consistent approach to service provision
9. Assist in the management of house accounts and individual participant accounts
10. Ensure appropriate records are kept and maintained for expenditure of participant and house funds in accordance with policies and procedures
11. Ensure accurate and timely recording of participant progress notes, shift summaries and relevant information in accordance with policies and procedures
12. Participate in household and worksite meetings to ensure effective communication and remain up to date with current participant and household issues
13. Ensure a safe workplace and group home environment by reporting and managing all reportable incidents in accordance with policies and procedures

Key Performance Indicators

1. Participants needs are met, basic human rights respected, and their dignity is maintained
2. Organisational policies and procedures are adhered to
3. The workplace environment is kept clean and secure
4. Appropriate assistance is provided in accordance with participants NDIS Plans and or Individual Plans
5. Complete Client Management System reporting for each shift with accurate and relevant information
6. Demonstrated ability to follow directives, policies and procedures and work and treat colleagues respectfully
7. Medications administered in alignment with participant and legislative requirements

QUALIFICATIONS

- An appropriate certificate relevant to the work required to be performed; or commitment to obtain
- Will have attained previous experience in a relevant industry, service or an equivalent level of expertise and experience to undertake the range of activities required
- Appropriate on –the-job training and relevant experience
- Physically healthy

OTHER REQUIREMENTS

- Current Tasmanian driver's license
- Current First Aid/CPR Certificate
- Required to provide a satisfactory National Police Check
- Working with Vulnerable People Check
- Current Medication endorsement
- Provision of a satisfactory pre-employment health report

SELECTION CRITERIA

- A broad understanding of practices that enhance community integration
- Demonstrate knowledge of current trends in the disability sector
- Demonstrate a high level of effective written and oral communication
- Understanding of Individual Support Plans and individual programs to assist participants to achieve their personal goals
- The ability to be flexible with the work place and adapt work practices to meet individual participant needs
- Demonstrate a high level of conflict resolution and negotiation skills
- The ability to work cohesively with families and participant advocates to best meet the needs of individual participants
- The ability to participate fully and consistently as part of the direct care team
- The ability to work autonomously
- The ability to undertake all the knowledge and skills requirements as listed in the Position Description

SIGNATURES

Signed for and on behalf of the Organisation:

Name:		Signature:	
Position:		Date:	

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name:		Signature:	
Position:		Date:	