

POSITION DESCRIPTION

Position:	Disability Support Worker
Classification:	In accordance with the Award and certificates presented
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Qualification:	Certificate 3 in Individual Support (Disability) or Certificate IV in Disability Studies (or equivalent) are desirable but not essential
Reporting Structure:	Reports directly to Supervisor/Coordinator responsible for the program area

Primary Function:

To provide high quality support to empower residents/participants, according to their individual needs and goals, within their own home and community; enriching the lives of individuals by promoting choice, inclusion and achievement.

To provide support in line with the organisation's core values of participant focus, empowerment, respect, inclusion and learning.

Specific Duties:

1. Work collaboratively with participants to provide **person centered active support** in accordance with participant's individual needs and goals, Southern Stay Policies and Procedures, Legislation and industry guidelines e.g. NDIS Practice Standards, Child Safety Standards, NDIS Code of Conduct, Zero Tolerance etc.
2. Support, engage and motivate participants in the activities of **daily living** to promote independence, inclusion and capacity building. This includes **person directed decision making**, house hold duties, meal preparation and assistance, attending appointments, educational, community and recreation activities
3. Provide **personal care** according to individual needs in a manner that demonstrates respect of participants' rights, privacy, identity, culture, gender and sexual orientation.
4. Promote and support **friendships and social connections**.
5. Observe and respond flexibly to participants' **changing needs**.
6. Provide a safe environment for participants. Take action where any participant is experiencing **discrimination, exploitation, neglect, abuse or violence**
7. **Communicate** with participants in a way that is clear, inclusive, respectful and on the individual needs of participants.
8. Provide supports according to the **positive behaviour support framework** and individualised support plans
9. Provide high complex care, including manual handling, and **high intensity supports** according to individual needs, training and personalised plans.
10. Use mechanical aids and equipment (eg: hoists, slings and slide sheets), as applicable to assist with mobility and transfers of residents/participants
11. Administer **medication** in accordance with Southern Stay policy and procedure
12. Promote and encourage good **health, nutrition and wellbeing**
13. Respect, maintain and support the **rights, privacy, confidentiality and lifestyle** of residents/participants and family.
14. Support participants to 'speak up' particularly in regards to concerns, complaints and incidents (**self-advocacy**).

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15. Empower residents/participants to develop their independence and personal goals by maintaining a professional relationship (**professional boundaries**).
16. Provision of **light domestic duties** as required.
17. Ensure and maintain a safe and hygienic work environment in accordance with **WH&S** standards. Ensure workplace risks are reported. Contribute to high level infection control, utilizing appropriate personal protective equipment.
18. Ensure participant documentation is completed in an accurate and timely manner and maintained in Southern Stay’s **Participant Management System** (Carelink+)
19. Establish and maintain professional working **relationships** and effective **communication**, to ensure high quality of service delivery.
20. Develop cooperative, trusted and respectful working relationships with the participant’s support team. This may include family, friends, advocates, paid supports and mainstream or community services.
21. **Communicate** to the Program Supervisor/Coordinator any changes to residents/participants’ support needs. Participate in the review of participant supports.
22. Maintain organisational **administration and documentation requirements** in accordance with Southern Stay policy and procedure (e.g. incident reports, participant records)
23. Participate in staff **supervision, development, training and attend meetings** as required.
24. Ensure understanding of your **capabilities, role and impact**. Maintain a high level of self-awareness, work within your capabilities and look after yourself.
25. Other appropriate duties as directed by the Program Supervisor/Coordinator or Manager

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending	√		
Computer based tasks		√	
Driving		√	
Kneeling		√	
Lifting		√	
Sitting		√	
Standing	√		
Walking	√		

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Qualifications/Knowledge/Attributes:

Essential

- Current level 2 First Aid Certificate (or be prepared to obtain)
- Valid driver's license
- Be prepared to undertake an NDIS Worker Safety Screening Check, International Police Check (if required) and a Working with Children Check (if required)
- Commitment to choice, inclusion and achievement for people with a disability
- Commitment to allocated duties with a high degree of individual flexibility
- Attributes of a quality support worker including initiative, reliability, being a team player, respectful, participant focus, committed and open to learning
- Digital literacy – ability to utilise phone, email, computer software and applications

Desirable (but not essential)

- Certificate III or IV in Disability, Aged Care or Community Services (or working towards qualification)
- Previous experience in personal support

Other

- COVID19 Vaccination is required prior to commencement of employment unless reasonable exemptions apply.
- It is mandatory to complete the Southern Stay online induction program prior to commencement.
- A drivers' license and a satisfactory NDIS Workers Screening Check is required noting the ability to maintain confidentiality and privacy is essential.
- All staff will undertake a Probationary Period of six (6) months and must be prepared to participate in training to enhance their capacity to perform their duties. Employees are also required to train newly appointed staff within their respective programs.

