

POSITION DESCRIPTION

Position:	Disability Support Worker
Classification:	Casual or Part time
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Qualification:	Certificate III in Individual Support (Disability) or Certificate IV in Disability (or equivalent) are desirable but not essential
Probationary Period	Six Months
Hours & Days of Work:	As negotiated and will include morning, afternoon or evening shifts, sleepovers, and weekend work
Salary & Entitlements:	Level 1,2 or 3 (dependent on qualifications) Salary Packaging benefits
Reporting Structure:	Reports directly to Supervisor/Coordinator responsible for the program area

Primary Function:

To provide high quality support to individuals with a disability, to assist and empower them to live the life they choose. Supports may be required within home, within community or within a group setting. The day-to-day tasks of the role will vary greatly depending on the individual needs, choices and goals of the person you support.

Support is provided in line with the organisation's vision '*to enrich the lives of people with a disability by promoting choice, inclusion and achievement*', and 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** with a focus on promoting independence, and skill/capacity building. This can include house hold cleaning tasks, meal preparation, laundry, grocery shopping, assistance to attend appointments, educational, community and social/recreation activities.
3. Provide **personal care** (showering, toileting, grooming, dressing) 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**, including attending events and activities of interest.
5. Observe and respond flexibly to participants' **changing needs and choices**.
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 accordance with their individual communication needs, in a way that is clear, inclusive and respectful.

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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** (meal time support, complex bowel care, diabetes management) 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**).
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. *Contribute to **quality improvement process** including staff surveys, audits, risk assessments, incident report follow up and complaints follow up'*
19. Ensure participant documentation is completed in an accurate and timely manner and maintained in Southern Stay's **Participant Management System** (Carelink+).
20. Establish and maintain professional working **relationships** and effective **communication**, to ensure high quality of service delivery.
21. 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.
22. **Communicate** to the Program Supervisor/Coordinator any changes to residents/participants' support needs. Participate in the review of participant supports.
23. Maintain organisational **administration and documentation requirements** in accordance with Southern Stay policy and procedures (e.g. case notes, participant records, incident reports).
24. Participate in staff **supervision, development, training and attend meetings** as required.
25. Ensure understanding of your **capabilities, role and impact**. Maintain a high level of self-awareness, work within your capabilities and look after yourself.
26. Other appropriate duties as directed by the Program Supervisor/Coordinator or Manager.

Qualifications/Knowledge/Attributes:

Essential

- Current level 2 First Aid Certificate (or be prepared to obtain)
- 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
- The ability to maintain confidentiality and privacy

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- 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
- Valid driver’s license

Other

- During the Probationary Period of six months employees must be prepared to participate in all training allocated to them to enhance their capacity to perform their duties.

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

