# POSITION DESCRIPTION

## About Southern Stay

Southern Stay Disability Services is a not-for-profit disability support organisation based in southwest Victoria. Since 1982, we have supported over 700 people with disabilities to live the life they choose. We have approximately 300 staff who are committed to delivering person-centred services that align with our vision and values.

## Our Purpose

To empower choice, foster inclusion and celebrate achievement in our community.

## Our Vision

A community where everyone belongs and people are inspired to connect, grow and achieve.

## Our Values

Participant Focus, Empowerment, Respect, Inclusion, Learning

## Position Overview

| | |
|---|---|
| **POSITION** | **Disability Support Worker (Casual and Part Time)** |
| **AWARD** | Social, Community, Home Care and Disability Services Industry Award [MA000100] (SCHADS) |
| **CLASSIFICATION** | Level 2 commensurate with the successful applicant's qualifications and experience<br>Salary Packaging benefits |
| **Hours & Days of Work** | As negotiated and will include morning, afternoon or evening shifts, sleepovers, and weekend work. |
| **REPORTING TO** | Supervisor/Coordinator responsible for the program area |
| **DIRECT REPORTS** | Nil |
| **LIAISES WITH INTERNALLY** | All Southern Stay employees |
| **LIAISES WITH EXTERNALLY** | Participants' families and carers<br>Community Service Providers<br>Emergency Services<br>Health Professionals<br>Local Businesses and community organisations |

## Primary Responsibilities

**Participant Support & Engagement**

- Work collaboratively with participants to provide person-centered active support in line with individual needs, goals, and relevant standards.
- Support, engage, and motivate participants in daily living activities (e.g., cleaning, meal prep, laundry, shopping, appointments, education, community, and recreation).
- Promote and support friendships and social connections, including attending events and activities of interest.
- Observe and respond flexibly to participants' changing needs and choices.
- Empower participants to develop independence and personal goals while maintaining professional boundaries.

**Personal Care & Health**

- Provide personal care (showering, toileting, grooming, dressing) respectfully and in line with participants' rights and identity.
- Provide high-complex care, including manual handling and high-intensity supports (e.g., mealtime support, bowel care, diabetes management).
- Use mechanical aids and equipment (hoists, slings, slide sheets) for mobility and transfers.
- Administer medication in accordance with policy.
- Promote and encourage good health, nutrition, and wellbeing.

**Safety & Rights**

- Provide a safe environment and take action against discrimination, exploitation, neglect, abuse, or violence.
- Respect and maintain participants' rights, privacy, confidentiality, and lifestyle.
- Support participants to speak up regarding concerns, complaints, and incidents (self-advocacy).
- Ensure and maintain a safe and hygienic work environment in line with OH&S standards, report risks, and contribute to infection control.

**Communication & Behaviour Support**

- Communicate clearly and respectfully according to individual communication needs.
- Provide supports according to the positive behaviour support framework and individualised plans.

**Administration & Documentation**

- Complete participant documentation accurately and timely
- Maintain organisational administration requirements (case notes, incident reports, participant records).
- Communicate changes in participants' needs to supervisors and participate in support reviews.

**Collaboration & Relationships**

- Establish and maintain professional working relationships to ensure high-quality service delivery.
- Develop cooperative, respectful relationships with participants' support networks (family, friends, advocates, paid supports, community services).

**Quality & Continuous Improvement**

- Contribute to quality improvement processes (surveys, audits, risk assessments, incident and complaint follow-up).

**Personal Development:**

- Undertake ongoing personal development training as agreed (including maintaining membership of appropriate professional bodies).
- Industry sector knowledge through participation in networking events and conferences, industry associations, and reading materials.

**OH&S and Compliance**:

- Take reasonable care for personal health and safety and that of others.
- Identify, manage, and report workplace risks and hazards.
- Follow emergency procedures for your work location.
- Actively participate in OH&S activities, training, and audits.
- Cooperate with organisational safety initiatives and regulatory compliance requirements.

**Other Duties as Required**

- From time to time, you may be directed to perform other appropriate duties or tasks that are not explicitly listed in this position description

**Inherent Physical Requirements of this Position:**

| | **Frequency Required** | | |
|---|---|---|---|
| | Often | Sometimes | Rarely |
| Bending | √ | | |
| Computer based tasks | | √ | |
| Driving | | √ | |
| Kneeling | | √ | |
| Lifting | | √ | |
| Sitting | | √ | |
| Standing | √ | | |
| Walking | √ | | |

## Key Selection Criteria

### Essential

1. Current Level 2 First Aid Certificate (or willingness to obtain).
2. Ability to obtain and maintain valid NDIS Worker Screening Check, Satisfactory International Police Check and Working with Children Check
3. Demonstrated commitment to empowering choice, fostering inclusion, and supporting achievement for people with disability.
4. Proven attributes of a quality support worker, including:

- Initiative and reliability
- Team-oriented approach
- Respectful and participant-focused
- Commitment to continuous learning

5. Demonstrated strong ability to maintain confidentiality and uphold privacy standards.
6. Demonstrated digital literacy skills, including proficiency in using smartphones, email, and computer applications.

### Desirable

1. Certificate III or IV in Disability, Aged Care, or Community Services (or currently undertaking studies).
2. Previous experience providing personal support in disability or aged care settings.
3. Valid driver's license.