

POSITION DESCRIPTION:

Position title:	<i>Disability Support Worker Level 2</i>
Status:	Part time
Incumbent:	Vacant
Location:	Oak Community Services
Classification level:	SACS Level 2
Award	MEA 2011 & Social, Community, Home Care and Disability Services Industry Award 2010, MEA and NES
Reporting to:	Oak Community Services Manager
Date Approved:	November 2014

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 reasonable care for your own health and safety and reasonable care for the health and safety 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 annually using the Organisations 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) may be required by the employer to provide guidance of duties of new staff or work experience students 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
- Efficient follow through of any tasks until completion or as otherwise determined by the site manager or team leader or delegated staff
- 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 parties and other staff
- An appreciation of the necessity to exercise limited initiative and/or judgement within clearly established procedures and/or guidelines

LEVEL OF RESPONSIBILITY

This position is directly responsible to their team leader and manager for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general guidance by the immediate manager of the relevant program in which the Disability Support Worker is working. The employee is required to undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgment 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 a limited number of lower classified employees, volunteers or students.

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

All key tasks and duties listed below are defined by established routines, methods, standard and procedures with scope to exercise initiative in applying work practices and procedures when required.

1. Assisting in the development and implementation of participant care plans and activity programmes under limited supervision either individually or as part of a team
2. Supervising or providing a wide range of personal care services to participants under limited supervision either individually or as part of a team
3. Ensure that the service provided by the position holder is in keeping with the Disability Service Standards and the policies and procedures of the Organisation.
4. Provide encouragement, training, assistance and supervision to participants for their personal care as required.
5. Provide encouragement, training, assistance and supervision to allow participants to complete domestic duties such as housekeeping, cooking, cleaning, laundry and gardening.
6. Provide encouragement, assistance and supervision to participants in their recreation and leisure activities.
7. Provide social interaction and emotional support to participants and their families.

8. Accompany participants, when required, in a range of activities to promote maximum physical and social integration into community life.
9. Administer and monitor prescribed medication in accordance with established policies and guidelines.
10. Provide transport for participants as required or as part of their allocated programmes.
11. Complete general domestic duties to ensure the premises are kept clean and tidy and any maintenance requirements are reported.
12. Act as advocate for individuals and the service in consultation with the Manager or Team Leader.
13. Support participants on program as the need arises.
14. Monitor participants' general physical and psychological state and report changes to the team leader or manager on site as appropriate.
15. Ensure appropriate records of participants and program effectiveness are kept by the position holder and provide reports as requested.
16. Assist in team and individual discussions which provide the Team Leader/ /Manager with information allowing them to develop or improve organisational policies and procedures.
17. Organise time and workload to maximise productivity and client support in the time available.
18. Ensure that equipment and supplies are used properly and economically to minimise wastage and/or misuse.
19. If required to provide transport ensure that the transport services provided are efficient and includes the completion of routine safety checks lists are completed as well as reporting of any repairs required and any WH&S issues arising.
20. Accurately record any involvement in the house accounts, individual resident accounts, and petty cash and programme resources in accordance with organisational policies and practices and as directed.
21. Adopt the philosophy of the organisation, work for its achievement and work towards a standard of excellence.
22. Ensure continued participation in own self development.
23. Attend and positively contribute at weekly staff meetings and training sessions
24. Support and undertake the implementation of the service standards for accommodation and support services policy from the Department of Health and Human Services.
25. Maintain confidentiality of participants, their families, the organisation and incidents including:
 - Participants' medical history;
 - Information told in confidence.
26. Display respect, empathy, understanding and patience towards participants and their carers at all times.
27. Communicate appropriately with carers and participants encouraging client rights in decision making.
28. Interact and communicate with other support team members in the interests of the participants and of achieving a consistent approach to service provision.
29. Maintain a safe home like environment for participants and staff.
30. Report and document incidents in accordance with the policies of the organisation.
31. Adhere to correct fire safety procedures.

32. Ensure personal work practices comply with the organisation's Workplace Health and Safety Policies and Procedures.
33. React appropriately to unacceptable client behaviour and defuse potentially volatile situations maximising the level of personal protection to self, participant concerned and others.
34. Accountable for own standard of service and support delivered to carers and participants.
35. Support and adhere to policies and procedures of the organisation.
36. Foster community integration.
37. Act appropriately at all times and be a role model for participants and other team members.
38. Ensure security of premises, stock and inventory.
39. Provide a consistent and coordinated service provision.
40. Perform such other duties as are allocated from time to time.

Key Performance Indicators

1. Participant's needs are met and the dignity of participants is maintained.
2. Organisational policies and procedures are adhered to.
3. The house/venue is kept clean and secured.
4. Appropriate assistance is provided.
5. Work within the budget as directed.
6. Promote a positive image of the organisation

QUALIFICATIONS

- Minimum of Certificate III in Community Services or willingness to obtain qualification;
- 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;
- Accredited Administration of Medication and Healthy Body Systems
- Current Level 2 Senior First Aid
- Current unrestricted drivers license

OTHER REQUIREMENTS

- Required to provide a satisfactory National Police Check and Working with Children Check
- Provision of a satisfactory pre–employment medical report

SELECTION CRITERIA

1. Demonstrated ability to show practices that support a standard of personal care and training delivered to participants.
2. Demonstrated understanding and implementation of policies and procedures of the organisation.
3. Demonstrated practices that support the monitoring and reporting of changes in participants wellbeing and incidents.
4. Demonstrated ability to show evidence of practices that support, organisational confidentiality.
5. Demonstrated understanding of Workplace Health and Safety and its application within the workplace.
6. Demonstrated understanding of the development and implementation of training programs.
7. Demonstrate the importance of being a role model particularly for participants, staff and other service providers.

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: _____