

**POSITION DESCRIPTION**

**DOCUMENT No. CCD-CC-HR-0027**  
**REVISION No.: 0 – August, 2017**

<b>POSITION TITLE:</b>	<b>Relief Disability Support Worker</b>		
<b>EMPLOYMENT STATUS:</b>			
<b>CLASSIFICATION / AWARD:</b>			
<b>SITE:</b>		<b>DEPARTMENT:</b>	Support Services
<b>REPORTS TO:</b>	Team Leader		

**PURPOSE OF POSITION:**

- To provide effective Customer (Participant) support and skills training during activities.
- The Relief Disability Support Worker will be required to work under close and direct supervision (depending on experience), and will be required to exercise judgement in independent decision-making.

**RESPONSIBILITIES & DUTIES:**

- Be familiar with, support and promote Christie Centre Inc. Mission, Vision and Values.
- To promote a positive awareness of Christie Centre Inc. and its activities.
- To be familiar, understand and comply with Christie Centre Inc. policies and procedures, the Disability Service Standards and all relevant legislative frameworks ensuring they are implemented for all services at Christie Centre Inc.
- To respect and maintain appropriate levels of confidentiality about Customers (Participants) and applicable Christie Centre Inc. business.
- To learn the concept and implementation of strategies for a person-centred approach, and implement principles of Customer (Participant) empowerment.
- Treat all Customers (Participants) with dignity and respect, and support self-advocacy and Customer (Participant) involvement in decisions.
- To be familiar with and understand the requirements of "How Best to Support Me" and Person Centred Plans (PCP's) to actively support and work towards meeting the persons individual goals.
- Advocate and facilitate Customer (Participant) issues, feedback or complaints including their family/carer or advocate, and raise issues of concern with appropriate people.
- Work as part of a committed team with other members by attending and participating in staff meetings as needed.
- Act in the best interest of the organisation, being committed to improving opportunities for people with a disability and maintaining an interest and understanding of disabilities.
- To notify the organisation of unavailability, or if unable to attend planned/scheduled work placement via phone call (not SMS) as soon as practicable.
- Ensure contact details are current.

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### AUTHORITY:

- Drive Christie Centre Inc. vehicles for which the appropriate licence is held, and only when authorised by the Team Leader.

### HEALTH, SAFETY, WELLBEING & QUALITY

- Comply with Christie Centre Inc. Health, Safety and Wellbeing (HSW) and Quality Assurance Management Systems, including statutory obligations;
- Initiate actions to prevent the occurrence of non-conformities in processes or systems;
- Identify, initiate, recommend and assist in the issue resolution process;
- Verify and confirm the effective implementation of said solutions;
- Ensure prompt reporting of all incidents or near misses in accordance with procedures;
- Strive to continuously improve the processes and systems; and
- Promote a positive HSW culture in the workplace.

### QUALIFICATIONS / SKILLS / WORK EXPERIENCE:

Essential	Desirable
Current Drivers Licence	Certificate in Disability Studies
Current Police Check	Worked in Disability services
Year 12 Victorian Certificate Education (VCE) or equivalent	Understand positive behaviour support principles
Basic understanding of Microsoft Office Suite	

### PERSONAL QUALITIES & BEHAVIOURAL TRAITS:

Essential	Desirable
Excellent communication skills (written and verbal)	Good organisational skills
Friendly and approachable manner	Knowledge of emotional, physical and behavioural needs of people with a disability
Pleasant disposition	
Ability to work autonomously as well as part of a team	

### RELATIONSHIPS:

With	Purpose
Team Leader	Reports directly to the relevant site Team Leader. Takes direction regarding programs and the direct support of Customers (Participants)
Disability Support Worker	A Disability Support Worker will be appointed as mentor for knowledge transfer

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**AGREEMENT:**

I have read the position description and agree to abide by it to the best of my ability.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESSED BY:**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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