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| POSITION DESCRIPTION |
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| DOCUMENT No. OHR_PD10 |
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| POSITION TITLE: | Disability Support Worker | | |
| EMPLOYMENT STATUS: | Permanent Part-time or Full-time | | |
| CLASSIFICATION / AWARD: | | | |
| SITE: | Varied | DEPARTMENT: | Support Services |
| REPORTS TO: | Team Mentor | | |

PURPOSE OF POSITION:

- This position is to provide support to service users that is flexible and individualised and to facilitate involvement in daily activities and living skill activities across all services of the Christie Centre.
- A Disability Support Worker is required to work with minimal supervision and exercise judgement in regular and delegated decision-making.
- The position has involvement in the planning, development and implementation of Service User programs, supports, and evidence reporting processes in consultation with other members of the support services team.

RESPONSIBILITIES & DUTIES:

The following key responsibilities are linked the National Disability Standards and to the quality standards, strategic direction and delivery model of the Christie Centre

Engagement

- Provide high quality support and care to participants
- Act ethically and in best interests of individuals accessing service
- Promote participation and inclusion
- Support communication and sensory needs of individuals
- Actively communicate and plan with individuals and families on monthly basis

Leadership and Advocacy

- Apply established standards and procedures
- Implement programs or tasks with minimal supervision

Service Management

- Undertake person centred planning and 'How Best to Support Me' documentation
- Maintain accurate records
- Objectively complete activity/case notes relating to individuals
- Ensure supports are researched, documented and meet individual goals

Undertake routine site and program activities with minimal direction/instruction

Sustainability and Improvement

- Prompt notification to Team Mentor/Management and completion of incident reporting
- Attend to all reporting requirements as directed
- Attend to supervision, team meetings and training

PERFORMANCE EXPECTATIONSInitial Page as Read:

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Qualitative (measured objectively by Team Mentor)

- Good knowledge and application of administrative tasks
- Manages to complete set tasks in requested timeframes
- Good numeracy, written and verbal communication skills
- Good at developing customer relationships
- Good at representing the values of the organisation
- Models good behaviour and mentoring to lower classified staff and volunteers
- Follows organisational policies and procedures
- Reviews/Reflects on work practices and apply learned skills in work practice
- Good feedback on service delivery is received from individuals, family/carers and stakeholders

Quantitative (measured by statistical evidence)

- Completes all set project work within timeframes
- All reporting and compliance targets met
- Completes all set training requirements in required timeframe
- Attends to all supervision requirements

DELEGATED AUTHORITY:

- To communicate with parents/carers regarding core individuals.
- Administer medication in accordance with individual care plans.
- Administer First Aid in accordance with relevant first aid skills.
- Authorised purchasing within budget guidelines with a limit of \$500.00 per purchase/month.
- To have input into planned training (Learning & Development) opportunities.
- Some supervision or on-the-job training of lower classified staff or volunteers in day-to-day work.
- To consult with Team Mentors and other representatives as required for change of program formats if required.
- Drive company vehicles for which the appropriate licence is held, and only when authorised by the management team.

HEALTH, SAFETY, WELLBEING & QUALITY

- Comply with Christie Centre Inc. Health, Safety and Wellbeing (HSW) and Quality 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.

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| QUALIFICATIONS / SKILLS / WORK EXPERIENCE: | |
| Pre-employment Screening | |
| <ul style="list-style-type: none"> • Current National Police Check • Current Working with Children Check • Current Driver's License • Clearance on Disability Worker Exclusion Scheme (DWES) | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Certificate IV in Disability Studies (or similar) • Practical experience in delivery of services under National Disability Insurance Scheme • Good time management skills and ability to work in a team or independently • Good written and verbal communication skills • Good skills in Microsoft suite • Good understanding of positive behaviour support principles • Good knowledge of communication, emotional, physical and behavioural needs of people with a disability | |
| PERSONAL QUALITIES & BEHAVIOURAL TRAITS: | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Polite and courteous • Treats others with dignity and respect • Good listening skills | |
| RELATIONSHIPS: | |
| With | Purpose |
| Team Mentor | Reports directly to the relevant Team Mentor. Takes direction regarding programs and the direct support of Service Users |
| Disability Support Workers | Works collaboratively with team to provide support to Service Users. |
| Service Users / Families / Carers | Responsible for the Service Users whom the Disability Support Worker works directly with |
| Specialist Staff/Project Officers | Liaise with Specialist Staff for additional support in meeting needs of Service Users |

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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