

POSITION DESCRIPTION

DOCUMENT No. OHR_PD34

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

PURPOSE OF POSITION:

- The primary role is to provide ongoing learning and support to assist people with a disability.
- The Disability Support Workers will be required to work under general supervision and is required to exercise some judgement in regular independent decision-making.
- The position also has involvement in the design, development and implementation of Customer (Participant) programs and/or active supports, and the planning process.
- Undertake the coordination of accommodation, rostering, respites and 1:1 support as directed by the Team Leader.

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 using active support practices, and implement principles of Customer (Participant) empowerment.
- Treat all Participants with dignity and respect, and support self-advocacy and Customer Participant involvement in decisions.
- To demonstrate a sound knowledge and the organisational skills necessary to implement support services for Customers (Participants) as applicable, based on the Christie Centre Inc., planning procedure, including:
 - Ensuring arrangements are adequate to support the needs of Customers (Participants). (ie. planning, transport, staff resources etc.).
- 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.
- Implement strategies, instructions and recommendations to assist Customers (Participants) achieve goals.
- To work independently and as a member of a program team, providing support to people with a disability for program delivery and/or active support as required.

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- Advocate and facilitate Customer (Participant) issues, feedback, concerns or complaints, including their family/carer or advocate, and notify the appropriate people ensuring follow-up to promote learning and facilitate improvement as required.
- Encourage improvement, suggestions and facilitate continuous improvement within the organisation.
- To participate in occasional after hours duties as needed.
- Provide constructive input into program development and/or active support as applicable.
- To undertake personal Learning & Development to enhance skills that will assure staff can meet Quality of Service expectations.
- Identify and solve a variety of problems of a complex nature in a variety of contexts.
- Liaise with Customers (Participants), families/carers and specialist staff as required.
- Ensure sufficient information and support is provided to volunteers and work placement students under the terms of engagement with Christie Centre Inc. including applicable policies and procedure, for them to appropriately perform their duties as requested.
- Attend or conduct meetings as required.
- Where nominated, represent their area/site as a Health & Wellbeing Representative in accordance with the Health and Wellbeing Constitution, and attending committee meetings as required.

AUTHORITY:

- To communicate with parents/carers.
- Drive Christie Centre Inc. vehicles for which the appropriate licence is held, and only when authorised by the Team Leader.
- Administer First Aid in accordance with relevant first aid skills.
- Authorised purchasing within budget guidelines with a limit of \$500.00 per purchase/month. For purchases of a value above \$500.00 requires approval by the Executive Officer
- To have input into the planned training (Learning & Development) opportunities.
- To consult with Team Leaders and other representatives as required for change of program formats if required.

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:

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Essential	Desirable
Year 12 Victorian Certificate Education (VCE) or equivalent	Understand positive behaviour support principles
Certificate in Disability Studies (or similar eg. Cert in Community Service, Aged Care etc.)	
Basic understanding of Microsoft Office Suite	
Current National Police Records Check	
Current Drivers Licence	
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)
Customer / Families / Carers	Responsible for the Customers (Participants) whom the Disability Support Worker works directly with
Specialist Staff	Liaise with Specialist Staff for additional support in service to Customers (Participants)

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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