

## POSITION DESCRIPTION

<b>Position:</b>	Disability Support Worker
<b>Classification:</b>	In accordance with the Award and certificates presented
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Qualification:</b>	Certificate 3 in Individual Support (Disability) or Certificate IV in Disability Studies (or equivalent) are desirable but not essential.
<b>Reporting Structure:</b>	Reports directly to Supervisor/Coordinator responsible for the program area

### **Primary Function:**

To provide high quality support to empower residents/participants, according to their individual needs and goals, within their own home and community; enriching the lives of individuals by promoting choice, inclusion and achievement.

### **Specific Duties:**

1. Provide person centered active support in accordance with participant's individual needs and goals, Southern Stay Policies and Procedures and Legislation and industry guidelines e.g. NDIS Practice Standards, Child Safety Standards, NDIS Code of Conduct, Zero Tolerance etc.
2. Support participants in the activities of daily living to enhance their independence. Including person directed decision making, house hold duties, meal preparation and assistance, attending appointments, educational, community and recreation activities
3. Provide personal care according to individual needs in a manner that demonstrates respect of residents/participants rights, privacy and dignity
4. Provide supports according to the positive behaviour support framework and individualised support plans
5. Provide high complex care , including manual handling, and high intensity supports according to individual needs, training and personalised plans.
6. Use mechanical aids and equipment (eg: hoists, slings and slide sheets), as applicable to assist with mobility and transfers of residents/participants
7. Administration medication in accordance with Southern Stay policy and procedure
8. Promote and encourage good health, nutrition and wellbeing
9. Respect and maintain the rights, privacy, confidentiality and lifestyle of residents/participants and family.
10. Provide support to residents/participants to access advocacy services and support
11. Empower residents/participants to develop their independence and personal goals by maintaining a professional relationship (Professional boundaries).
12. Provision of light domestic duties as required.
13. Ensure and maintain a safe and hygienic work environment in accordance with the WH&S Standards. Contribute to high level infection control, utilizing appropriate personal protective equipment.
14. Ensure participant documentation is completed in an accurate and timely manner and maintained in Southern Stay's Participant Management System (Carelink+)
15. Establish and maintain professional working relationships, to ensure high quality of service delivery.

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16. Develop cooperative and respectful working relationships with other service providers as appropriate.
17. Communicate to the Program Supervisor/Coordinator any changes to residents/participants support needs
18. Maintain organisational administration and documentation requirements in accordance with Southern Stay policy and procedure
19. Participate in Staff Supervision, Development and Training and attend meetings as required
20. Other appropriate duties as directed by the Program Supervisor/Coordinator or Manager

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending	√		
Computer based tasks		√	
Driving		√	
Kneeling		√	
Lifting		√	
Sitting		√	
Standing	√		
Walking	√		

### **Qualifications/Knowledge/Attributes:**

#### **Essential**

- Current level 2 First Aid Certificate (or be prepared to obtain)
- Valid driver's license
- Working with Children Check.
- Be prepared to undertake an NDIS Worker Safety Screening Check, International Police Check (if required) and a Working with Children Check
- Commitment to choice, inclusion and achievement for people with a disability
- Commitment to allocated duties with a high degree of individual flexibility.
- Attributes of a quality support worker including initiative, reliability, being a team player, respectful, client focus, committed and open to learning.

#### **Desirable (but not essential)**

- Certificate III or IV in Disability, Aged Care or Community Services (or working towards qualification)
- Previous experience in personal support

It is mandatory to complete the Southern Stay online induction program prior to commencement.

All staff will undertake a Probationary Period of six (6) months and must be prepared to participate in training to enhance their capacity to perform their duties. Employees are also required to train newly appointed staff within their respective programs.