

## 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 IV in Disability Studies (or equivalent) is desirable but not essential.

**Reporting Structure:** Directly to Manager or Supervisor responsible for program area

**Primary Function:**

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

**Specific Duties:**

1. Provide person centered active support in accordance with participant's needs, Southern Stay Policies and Procedures and DHHS/NDIS guidelines e.g. NDIS Practice Standards, Child Safety Standards, NDIS Code of Conduct etc.
2. Ensure and maintain the work environment in a safe and hygienic manner in accordance with the WH&S Standards.
3. Assist the residents/participants to take part in the activities and interactions of daily living to enhance their independence. This may include accompanying the residents/participants shopping, attending appointments, educational and community access programs and assist the participant to select and plan recreational activities.
4. Provide assistance as applicable in personal care needs including showering, bathing, toileting, dressing, grooming, personal hygiene including bowel and bladder care, in a manner that demonstrates respect of residents/participants privacy and dignity.
5. Assist residents/participants with meal preparation, cooking and meal assistance. Promote and encourage good nutrition and assist to maintain dietary requirements.
6. Provision of light domestic duties as required.
7. Assist with medication as required and in accordance with the Policies and Procedures guidelines.
8. Ensure all relevant information is inputted into Southern Stay's Participant Management System (Carelink+), and documentation is completed in an accurate and timely manner including communication books, medication sheets and incident reports.
9. Use mechanical aids and equipment as applicable to assist with mobility and transfers of residents/participants. This may include the use of hoists, slings and slide sheets.
10. Respect and maintain the privacy, confidentiality and lifestyle of residents/participants and family.
11. Respect the rights of residents/participants to make their own decisions regarding their personal care and well-being.
12. Work well within a team to ensure and maintain a high quality of service delivery.

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13. Empower residents/participants to develop their independence and personal goals by maintaining a professional relationship with them. Staff are required to be 'friendly not friends'.
14. Develop cooperative and respectful working relationships with other service providers as appropriate.
15. Provide residents/participants with support to access advocacy services.
16. Communicate to the Program Manager or Supervisor any changes to residents/participants support needs as they arise.
17. Participate in Staff Development Reviews annually.
18. Attend regular staff meetings and training sessions as applicable.
19. Other appropriate duties as directed by the Program Manager or Supervisor.

### ***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 a Police Records Check (Crimcheck), International Police Check (if required) and a check against the Disability Worker Exclusion Scheme
- 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 also mandatory for the employee 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.

Paul Lougheed  
Chief Executive Officer

22<sup>nd</sup> October, 2019