

## Position Description

Position	Disability Support Worker
Work Area	Support Services
Location	State-wide
Responsible To	Frontline Leader / Support Operations Manager
Award / Salary	Social, Community, Home Care and Disability Services Industry Award 2010
Classification Level	SACS Level 2

### Position Summary

As a disability support worker, you will be responsible for providing direct care and support to participants to ensure that their individual needs are met, as outlined within participant-centred plans and programs. Supports may be conducted in one of St Giles' supported independent living settings (supported disability accommodation), in a participant's own home or in the community.

### Position Objectives

To provide participants with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life. The support worker is expected to operate with:

- Alignment to St Giles' values, policies and procedures, role-modelling accountability and operating with a high level of commitment.
- Efficient follow through of any tasks until completion or as otherwise agreed with by the manager or delegated staff.
- A focus on actively supporting participants to exercise choice and control in the services they receive and participate in, and in making their own informed decisions relating to how they live their life.
- Respect towards participant's right to exercise dignity of risk, by supporting them to consider and take reasonable risks based on their choices and informed decisions, and ensure that they receive support free from violence, abuse, neglect and exploitation, and discrimination.

### Primary Tasks

- Provide proactive hands-on service delivery, as required including but not limited to:
  - personal care, including personal hygiene, toileting, and medication administration as required
  - assistance with meal management as required
  - community and social participation
  - transportation
  - skill development and/or skill maintenance activities
  - domestic duties (such as household cleaning, vacuuming, laundry, etc.)
  - maintaining meaningful communication using participants' preferred communication methods
- Accurately complete administrative tasks as required, including but not limited to;
  - documenting progress notes and communications
  - reading and responding to email and written correspondence
  - maintaining and following worksite documentation
  - maintaining and following worksite calendars and participant weekly programs
  - completing incident reporting
  - completing medication and medical related forms
  - undertaking and completing menu planning activities with participants
  - completing vehicle logs and vehicle related documentation
  - completing financial related documentation relating to the worksite and/or participants

## Position Description

- Perform necessary duties to ensure that the premises and vehicles are kept clean and tidy.
- Assist with the implementation and facilitation of support plans, in consultation with participants, families and frontline leader(s).
- Act in accordance with St Giles' policies and procedures.
- Take reasonable care of your own health and safety and that of others, by promoting a positive and safe culture through contributing to health and safety consultation and communication.
- Identify, report, and respond to emerging issues (including but not limited to participants, staff and/or property and asset management) in an appropriate and timely manner.
- Be aware of changes to participants' needs and raise with your frontline leader.
- Represent St Giles in a professional manner and promote a positive image of St Giles to participants, families, the community and relevant stakeholders.
- Actively participate in shift handovers, as required.
- Attend and actively participate in scheduled team meetings.
- Ensure all mandatory training sessions are attended and/or completed, and that all employee compliance requirements are maintained.

### Agility Statement

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job and may be subject to change. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time as necessitated by business needs.

### Level of Responsibility

This position is directly responsible to the frontline leader for all aspects of service delivery and operational oversight while at work. The performance of this position is subject to general guidance by the employee's manager.

The employee is required to undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgment within clearly established procedures and/or guidelines. Where the employee has any questions relating to duties or the scope of their role, clarification is to be sought from the frontline leader.

### Performance Review

Performance reviews will be conducted using the Organisation's Performance Management Process.

### Qualifications/ Requirements

#### Essential

- Current unrestricted driver's licence.
- Required to provide a satisfactory National Police Check and NDIS Worker Screening/Working with Vulnerable People check (WWVP).
- Appropriately vaccinated against Covid-19 and able to provide evidence
- Provision of a satisfactory employment medical.
- Work effectively as part of a team and promote an inclusive and positive work culture.

#### Desirable

- Certificate III in Individual Support (Aged Care or Disability) qualification or currently working towards one.
- Experience working within the Disability sector.
- Current Level 2 Senior First Aid Certificate and CPR.
- Current medication endorsement or willingness to obtain.

## Position Description

### Selection Criteria

- Well-developed relationship building skills with the ability to liaise effectively with participants, families, and relevant service providers.
- The ability to work effectively as part of a team and promote a safe and healthy work culture.
- Sound written and computer skills for the creation of plans, programs, reports, correspondence, and other documents.
- Demonstrated ability to achieve high quality outcomes for participants.
- An understanding of the need for consultation, where relevant, and in collaboration with colleagues, managers, external stakeholders.

### Authority

This Position Description has been written with the approval and authority of the Chief Executive Officer and the Executive Leadership Team and outlines the expectations and primary functions of the above named position.

### The Employee

I acknowledge that my duties and responsibilities are as outlined in this position description.

I further acknowledge that my duties may be varied from time to time.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_