

Position Title	Support Worker
Award	Social, Community, Home Care and Disability Services Industry Award 2010.
Type of Employment	Casual
Tenure	
Description developed	August 2021
Responsible to	Director

1. Position Overview

The Disability Support Worker is responsible for implementing training and support services aimed at maximising the living, employment, social and recreational skills of people with a disability. Community inclusion, independence, decision making and personal choice should be promoted through these supports, with a focus on individual needs.

Position Responsibilities

General Duties

1. Provide high quality, professional and unique personalised support.
2. Maintain professional and respectful boundaries with other workers and clients
3. Manual Handling, lifting, bending, positive behaviour support and monitoring as required
4. Personal care assistance with toileting, showering, meal assistance, medication, grooming, household chores and other tasks as required
5. Daily Support in planning, communication and transport as required by the client
6. Read and update communication books and client files and ensure relevant documentation is available and maintained.
7. Complete administrative tasks and attend team meetings as required
8. Utilise Deputy to record attendance and complete time sheets by the end of the working week.

Teamwork

1. The ability to contribute to the effective and positive culture of the team.
2. Develop positive relationships with team members, members of the community, client, and their close relationships.

3. Develop and maintain positive relationships with other services that support clients.

Rights and Responsibilities

1. Uphold the rights of clients
2. Provide a non-threatening approach to behaviour management and provide ongoing support in a non-threatening manner.
3. Allow for continuous improvement of services, passing on feedback where received and being receptive to new ideas to allow for improvement.

Requirements of the position

Skills

- a. Exceptional interpersonal and communication skills of both written and verbal means.
- b. Demonstrated ability to work collaboratively within a diverse team.
- c. Capacity to handle change and be flexible with clients and shifts.
- d. Client focused, maintain care for the client at the highest level.
- e. Ability to be proactive and work autonomously, where required.
- f. Work under general direction

Qualifications and Certifications

- a. Minimum Certificate 3 in Individual Support or similar
- b. A Current Working with Children Check
- c. Current National Police Check
- d. NDIS Worker Screening Check
- e. First Aid and CPR Certificate
- f. NDIS Orientation Module
- g. Manual Training or willing to obtain
- h. COVID-19 Infection Control module

Desirable

- a. Minimum 1 year experience working within the community services sector
- b. Knowledge of NDIS funding model