



# Disability Support Worker Job Description

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<i>Disability Support Worker</i>
<b>JOB DESCRIPTION:</b>	Social and Community Services Employees Direct Support Workers are responsible for the frontline delivery of quality support services provided to Including You service recipients. Services are provided to service recipients in accordance with their NDIS plan. Organizational policies and procedures, the experience and skill of the staff member, and the conditions of employment are outlined in this document.
<b>TYPE OF EMPLOYMENT:</b>	<i>Casual</i>
<b>REPORT TO:</b>	<i>Alessia Borreca</i>
<b>LOCATION:</b>	<i>158 Roycroft Mill Park</i>
<b>MAIN DUTIES / RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Provision of person-centered care, including but not limited to:             <ul style="list-style-type: none"> <li>○ Attending to personal care and hygiene needs.</li> <li>○ Providing mealtime assistance.</li> <li>○ Assisting with communication.</li> <li>○ Administering medication.</li> <li>○ Assisting with mobility, transportation, and other community access needs, including manual handling/transfers when required.</li> <li>○ Assisting with recreational activities.</li> <li>○ Assisting with domestic/in-home care activities.</li> <li>○ Providing other support duties as required/directed.</li> </ul> </li> </ul>

- Develop & maintain competencies in proactive person-centered support, first aid (including cardio-pulmonary resuscitation (CPR)) and administration of medication.
- Comply with all workplace occupational health and safety instructions and requirements.
- Immediately report to the Director any instances of near misses, injuries, damage to property, health or safety hazards, and risks.
- Maintain and promote a workplace free from discrimination, harassment and bullying of any kind. Follow organizational grievance procedure to report any instances of apparent discriminatory, harassing, or bullying behavior.
- Ensure timely completion or contribution to and submission of all position-related correspondence to the Human Resources manager, including but not limited to-
  - Daily documentation such as case notes, diary notes, other communication, e.g.: medication records where appropriate.
  - Incident Reports as and when required
  - Individual programs and protocols.
  - Behavior management strategies.
  - Other administration documentation as required/requested.
  - Participation in personal quarterly progress and annual performance reviews in consultation with the director.
- Participate in relevant training to maintain and increase professional competencies.
- Be an effective team member who readily communicates significant issues to the Human Resources manager and co-workers, fostering positive working relationships.
- Attend scheduled staff meetings and other meetings as required.
- Assist the Human Resources Manager and co-workers with: -
  - Planning and investigation of new opportunities for service recipients.
  - Assist to research and participate in developing/cultivating networks with other community groups and organizations to progress needs-based options.

	<ul style="list-style-type: none"> <li>○ Participate in development, implementation and evaluating the appropriateness of service provision.</li> <li>○ Support ongoing relationship development and enhancement of personal networks.</li> <li>○ Participate in other duties and activities as directed.</li> <li>○ <i>The conditions of employment outlined in this document are consistent with the Social, Community, Homecare and Disability Industry Award 2010, the National Employment Standards (NES) and relevant legislation. The most recent copy of this document will be available on the Including You website, along with all Including You policies and procedures.</i></li> </ul>
<p><b>QUALIFICATIONS/ REQUIREMENTS:</b></p>	<p><i>Certificate Four in Disability is desirable but not essential.</i></p>
<p><b>EXPERIENCE:</b></p>	<p><i>Experience is desirable but not essential.</i></p>
<p><b>SKILLS/Criteria</b></p>	<ul style="list-style-type: none"> <li>● A strong commitment to the values of Including You, including a recognition of service recipients’ fundamental human rights and engagement in respectful conduct.</li> <li>● A professional attitude, along with a strong work ethic and attention to detail.</li> <li>● A willingness to try new things and be receptive to supervisor feedback and advice.</li> <li>● Ability to provide supports safely by following the individual support plan and organizational policies and procedures, and by applying common sense and foresight.</li> <li>● Have a drivers license and willingness to utilize your own vehicle for work.</li> <li>● Ability to effectively communicate through the use of clear and concise language, both written and oral, including the ability to write notes and reports.</li> <li>● Ability to work independently, using initiative and self-direction, within scope of practice.</li> <li>● Current First Aid and CPR qualifications.</li> <li>● National Police Records Check.</li> </ul>

- Working with Children Check.