



Direct Support Worker Job Description

POSITION DESCRIPTION

JOB TITLE:	<i>Direct Support Worker</i>
JOB DESCRIPTION:	Social and Community Services Direct Support Workers are responsible for the frontline delivery of quality support services provided to Including You participants. Services are provided to participants in accordance with their NDIS plan. Organisational policies and procedures, the experience and skill of the direct support worker, and the conditions of employment are outlined in this document.
TYPE OF EMPLOYMENT:	<i>Casual</i>
REPORT TO:	<i>Kellie Gordon</i>
HEAD OFFICE LOCATION:	<i>Mill Park 3082</i>
MAIN DUTIES / RESPONSIBILITIES:	<ul style="list-style-type: none">● Provision of person-centered care, including but not limited to:<ul style="list-style-type: none">○ Attending to personal care and hygiene needs○ Providing mealtime assistance○ Assisting with communication○ Administering medication (training provided)○ Assisting with mobility, transportation, and other community access needs, including manual handling/transfers when required○ Assisting with recreational activities



- Assisting with domestic/in-home care activities
 - Providing other support duties as required/directed
- Develop & maintain competencies in proactive person-centered support. May include: 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 Human Resources Manager 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 organisational grievance procedure to report any instances of apparent discriminatory, harassing, or bullying behaviour
- 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 annual performance reviews in consultation with the Human Resources Manager and Director
- Participate in relevant training to maintain and increase professional competencies



	<ul style="list-style-type: none"> • 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 Direct Support Coordinator and co-workers with: - <ul style="list-style-type: none"> ○ Planning and investigation of new opportunities for participants ○ Assist to research and participate in developing/cultivating networks with other community groups and organisations to progress needs-based options ○ Participate in development, implementation and evaluating the appropriateness of service provision ○ Support ongoing relationship development and enhancement of personal networks ○ Participate in other duties and activities as directed ○ <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.</i>
<p>QUALIFICATIONS/ REQUIREMENTS:</p>	<p><i>Certificate IV in Disability is desirable but not essential.</i></p>
<p>EXPERIENCE:</p>	<p><i>Experience is desirable but not essential.</i></p>
<p>SKILLS</p>	<ul style="list-style-type: none"> • A strong commitment to the values of Including You, including a recognition of participants’ fundamental human rights and engagement in respectful conduct



- A professional attitude, along with a strong work ethic and attention to detail
- A willingness to try new things and be receptive to supervisor feedback and advice
- Ability to provide supports safely by following the individual support plan and organisational policies and procedures, and by applying common sense and foresight
- Have a drivers license and willingness to utilise your own vehicle for work
- Ability to effectively communicate through the use of clear and concise language, both written and oral, including the ability to write case notes and reports
- Ability to work independently, using initiative and self-direction, within scope of practice
- Current First Aid and CPR qualifications (not mandatory)
- Employee Working with Children Check (Mandatory)
- NDIS Worker Screening Check (Mandatory)