

Job Title:	Disability Support Worker	Award	Social, Home Care and Disability Services Industry Award
The Disability Trust			
<p>Mission</p> <p>The Disability Trust seeks to provide the best possible services and support to enhance the lives of people with disabilities and their families. The Trust is committed to efficient and effective services which are individualized, responsive and delivered within a framework of respect for human rights.</p> <p>Vision</p> <p>The Disability Trust's core belief is in the creation of a fairer and more equitable society for people with disabilities. The Trust promotes the creation of an accessible and inclusive community which respects and values all its members.</p> <p>The Trust is inspired to create services and supports which empower people with disabilities, further their independence and enhance their belonging within the community. The Trust's vision is to create an inclusive world.</p>			
POSITION OVERVIEW			
<p>DESCRIPTION OF THE GROUP</p> <p>WorkAbility provides Employment and Community Connections for people with a disability, injury and / or mental health condition across Bega, Eurobodalla, Cooma-Monaro, Snowy and Bombala Shires.</p> <p>THE SCOPE AND PURPOSE OF THE JOB</p> <p>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.</p> <p>The Disability Support Worker is a valued member of The Disability Trust and contributes to the development of service practice through regular staff meetings, planning processes and policy reviews. All service delivery must be in line with the Policies and Procedures of the Trust and the requirements of the NSW Disability Services Act.</p>			
Responsibilities and Duties		KPI's	
<p>CLIENT SERVICES</p> <ul style="list-style-type: none"> Support clients to participate in age appropriate activities and tasks including employment, in home support and community access. Support clients to access activities and outings in the community. Provide direct care assistance to each client in accordance with their service plan and as directed by the Manager. Work in accordance with the medication administration policy, work health and safety 		<ul style="list-style-type: none"> Clients receive appropriate levels of support essential to promote and maintain independence and participate in age appropriate activities. All clients receive a high level of care and support as per their Lifestyle Service Plan (LSP). Personal care is provided to clients in a caring and supportive way. Documented evidence demonstrates that service procedures are followed. All policies and procedures are followed. 	



<p>procedures and client right's policies including privacy and confidentiality.</p> <ul style="list-style-type: none"> • Monitor the safety and well-being of the clients and report any concerns to the Manager. • Provide 1:1 or small group training and support in response to individual client needs. • Ensure completion of appropriate documentation. Relevant information on support provided is to be recorded in client notes and communication book as required. 	
<p>OPERATIONAL</p> <ul style="list-style-type: none"> • Participate in the Lifestyle Service Planning process for individual clients and monitor outcomes. • Work with clients, family/ carers, relevant case managers and other professionals to support the client's individual goals. • In conjunction with other members of staff assist in developing, implementing and evaluating training and behaviour programs to attain identified individual goals. • Ensure that all programming undertaken is appropriately maintained, documented and reviewed. • Assume the role of key worker for designated clients, including the preparation of a monthly report on client progress. 	<ul style="list-style-type: none"> • Records demonstrate that clients have received correct medical and dietary intakes as prescribed by medical practitioners and as per TDT policy and procedures. • Client files are updated and reviewed and health care and behaviour support plans are in place as required. • Documentation of annual Lifestyle Service Plans and reviews are sighted by the Manager. <ul style="list-style-type: none"> ▪ Client issues reported during staff meetings.
<p>STAFF/TEAM</p> <ul style="list-style-type: none"> • Liaise extensively with other staff to ensure the overall smooth and consistent running of the service. • Report regularly to the Manager. • Actively contribute to a team environment through open communication, participation in regular staff meetings, planning processes and policy review. Provide back up and support to other staff as necessary. • Participate in Performance Development meetings to identify ongoing training and support opportunities. • Maintain petty cash and accurate records of all expenditure. • Notify The Disability Trust if you are unable to work your rostered shifts, with as much notice as possible. • Contribute to Case reviews with Employment Consultants and Facilitators. 	<ul style="list-style-type: none"> • Daily documentation completed (ie diaries and daily statistics). • A high level of communication with the Manager is maintained including advising of any potential risks to clients or the organisation. • Induction, WHS, Manual Handling, Medication and Infection Control training are undertaken on commencement. • Other training is undertaken as required. • Documentation is completed and maintained as per procedures. • Sufficient notice (as much notice as possible) is provided for all rostered shifts you become unable to work. • The Employee Code of Conduct is adhered to.



<p>WORK HEALTH AND SAFETY</p>	<p>KPI's</p>
<ul style="list-style-type: none"> • Participate in staff consultation processes around The Disability Trust's Work Health and Safety Policy and relevant specific work practices. • Undertake compulsory WHS training • Ensure all Hazards are Manual handling (including use of hoists and positioning) • Infection control • Administration of Medication • Other safe working procedures as required. • Complete training and undertake competency-based checks prior to working with clients assessed as having high support needs related to challenging behaviors and personal care needs. • Be vigilant in monitoring individual work practices and report any concerns with respect to health and safety immediately to The Disability Trust. • Notify the Manager immediately in the event of equipment failure. Do not undertake any lifting against directions. • Report all hazards to supervisor promptly on appropriate form. • Report all injuries promptly. • Carry out all duties with diligence and due care for personal safety and the safety of others. • Ensure the safe usage of the wheelchair accessible bus. 	<ul style="list-style-type: none"> • All WHS instruction and procedures are followed exactly. • Complete all compulsory training and submit all induction paperwork to Human Resources before commencement of active shifts. • Induction, WHS, Manual Handling, Medication and Infection Control training are undertaken on commencement. • Other training is undertaken as required.
<p>INFORMATION TECHNOLOGY</p>	<p>KPI'S</p>
<ul style="list-style-type: none"> • Daily use of computer systems and software programs to ensure effective service delivery, communication and storage information. 	<ul style="list-style-type: none"> • Effectively performs all necessary tasks using internal and external electronic systems and software.
<p>CORPORATE RESPONSIBILITIES</p>	
<ul style="list-style-type: none"> • Display a commitment to the Mission, Vision and Values of The Disability Trust. • Have a commitment to team work and contribute to the team and organisational performance. • Ensure that the Disability Code of Conduct is adhered to at all times. • Ensure that all policies, procedures and work practices are adhered to at all times. 	
<p>PERSONAL QUALITIES</p>	
<ul style="list-style-type: none"> • Being adaptable to changing circumstances and being able to prioritise work. • Client focused and person centred. • Commitment to social justice and inclusion and valuing difference and diversity. 	



- High standard of personal integrity
- Ability to collaborate with others to achieve common goals.

PHYSICAL CRITERIA

- Frequent lifting up to 16kg
- Frequent bending at knees and/ or hips.
- Kneeling
- High grip strength (above 15kg / 50%)
- Good cardiovascular fitness.
- Standing for long periods
- Ability to reach overhead
- Ability to reach below knee height
- Ability to reach forward
- Sitting for long periods
- Bilateral lift 10kg
- Unilateral carry 10kg
- Frequent pushing / pulling

CRITERIA

Essential

- Genuine desire to provide the best quality support for people with disabilities.
- Reliable character.
- Well-developed communication and interpersonal skills including the ability to work and communicate effectively with clients, their families, community agencies and other professionals.
- Ability to work in a very busy environment and to work both independently and as a part of a team.
- Understanding of privacy and confidentiality issues.
- Valid Driver's License.
- A cleared Working with Children Check and National Criminal Record Clearance.

Desirable Criteria:

- Certificate III in Disability or other relevant qualification or working towards obtaining qualification within 12 months.
- Experience in the delivery of personal care services and/or challenging behaviors is viewed favorably.

Reviewed By:	Sharon Prosperi	Date:	30 th May 2015
Approved By:	Virginia Fitzclarence	Date:	27 th June 2014
Employee Acceptance: Name: Signature:		Date:	