

Document created by	Anthea McGuigan Chief Executive Officer	Oct 2018	Review due before Oct 2021
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JOB DESCRIPTION

Disability Service Employee (Support Worker)

Level 1.2

Job summary

Job title	Support Worker (Disability Services)
Job type	Casual
Level	Level 1 Pay-point 2 (Social & Community Services Employee)
Location	Place based - participants homes and locations associated with care
Reports to	Co-ordinator
Award	Social, community, home care & disability services (MA: 000100)

The primary functions of the role to act as an advocate and companion in supporting participants with disability to live independently within the community.

Skills, knowledge and experience

Qualifications:

- Level 3 Certificate in individual support or equivalent qualification
- First aid certificate - current
- National Police Check – current within 3 years
- Current driver’s license
- Working with Children Check (required for employees working with participants younger than 18 yrs)

Skills:

- Skilled in providing support to persons with disability requiring home-based support:
 - Domestic assistance
 - Personal care
 - Meal preparation and cooking
 - Community participation (e.g. shopping/domestic errands)
 - Assist with organising appointments
 - Accompanying participants on health related, recreational and social outings
 - Medication prompting
 - Use of mobility aids (wheelchairs, hoists etc.)
 - Cleaning and maintaining personal aids and appliances (e.g. hearing aids)
- Written skills to the level required by this role
- Verbal communication interpersonal skills that facilitate positive outcomes for participants
- Understanding the model of person-centred support

Knowledge:

- Understanding of continuous improvement

- Understand participant's rights and responsibilities
- Understanding of participant privacy; confidentiality of participant materials
- Understanding of workplace safety for self & participants
- Ability to follow St Basils policies and procedures
- Participate in staff training as required by St Basils

Accountability and extent of Authority

- An employee in this level performs broad tasks using a range of developed skills
- Work performed falls within general guidelines but with scope to use personal discretion in the application of St Basil's practices and procedures.
- Responsible for assuring the quality of work performed.
- Responsible for working within their own skill set – if not confident in being able to implement the participant care plan then the employee must immediately contact their Co-ordinator or Manager to resolve the situation.
- Report any changes in the participant's needs or health status to the Co-ordinator
- Responsible for following the schedule of rostered participants and duties – if unable to do so then the Co-ordinator is to be immediately notified
- May work under the direction of Health Professionals (e.g. Registered Nurse or Allied Health) in accordance with the participant's support plan and within the scope of their skill set and competency

Record keeping

- The employee is required to maintain records and adhere to St Basil's administrative processes:
 - Complete written documentation pertaining to participant care; changes; and participant feedback
 - Record keeping involves use of appropriate documentation and application of the principles for maintaining legal records
 - Direct participant/family inquiries regarding budgets; fees; statements to the Co-ordinator

Performance expectations

The employee will participate in the following workplace evaluations, based on this Job Description. The performance reviews will be conducted by the employee's direct line manager.

- Probationary review after 3 month's employment
- Annual performance review

I, agree to work within the requirements of this Job Description.

Signed: _____ Date: _____

Selection Criteria (Level 1.2 Support Worker – Disability services)

The employee will possess the following:

Qualifications

- Certificate 3 in individual support OR a minimum of 1 years' experience in disability services
- National Police Certificate – current within 12 months
- Working with Children Check (required for employees working with participants younger than 18 yrs)
- Current driver's C class license

Knowledge & skills

- Skilled in providing support to persons with disability requiring support in the community:
 - Domestic assistance
 - Personal care
 - Meal preparation and cooking
 - Community participation (e.g. shopping/domestic errands)
 - Assist with organising appointments
 - Accompanying participants on health related, recreational and social outings
 - Medication prompting
 - Use of mobility aids (wheelchairs, hoists etc.)
 - Cleaning and maintaining personal aids and appliances
- Written skills to the level required by this role
- Verbal communication interpersonal skills that facilitate positive outcomes for participants
- Understanding the model of person-centred support
- Understanding of continuous improvement
- Understand participant's rights and responsibilities
- Understanding of participant privacy; confidentiality of participant materials

Personal

- Genuine commitment to supporting people with disability
- Commitment to working within St Basil's policies & procedures
- Commitment to work within the values and mission of St Basil's
- Ability to work as part of a team
- Ability to self-reflect on own performance