JOB TITLE DISABILITY SUPPORT WORKER

DATE December 2020

REPORTS TO Team leader / Manager

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| **position description** | |
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| Position purpose | *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 disability. Community inclusion, independence, decision making, and personal choice be promoted through these supports, with a focus on individual needs to build independence and capacity.* |
| Main tasks | Core objectives include:   * Provide support to clients with physical and/or intellectual disabilities * Understand and provide appropriate support to client with low needs to client with high needs who demonstrate a range of challenging behaviors * Assisting with activities relating to daily living, community support, and empowerment * Work under general guidance from the personal seeking support, and their family, within clearly defined guidelines * Enhancing opportunities for learning for learning, skill development and independence for customers * Promoting dignity and positive image of clients, carers, families and staff * Assisting customers with all aspects of their personal care, including showering, shaving, toileting, lifting and positioning * Supporting and undertaking a range of household duties including cleaning, laundry, meal preparation. * Monitor the safety and well-being of the customers and report any concerns. * Work in association with the medication administration policy, work health and safety procedures and clients right’s policies including privacy and confidentiality * Supporting and encouraging family relationships and friendships * Facilitating client communication and enhancing their choice and decision-making processes * Working with clients and families, support workers and other professionals to support customer goals * Maintaining competency in relevant health support training * Supporting client choice and type in medical services * Recording administration of prescribed medication * Becoming familiar and implementing individual support plans, manual handling, asthma, mealtime management etc * Becoming familiar and implementing behavior support plans * Supporting clients with their finances * Supporting clients in the least restrictive way * Reporting any unauthorized restrictive practices to manager/team leader * Supporting clients choice and control and dignity of risk * Following PBSP * Being involved in client feedback.   The above list is not exhaustive and the role may change to meet the overall objectives of the company. |
| Other Duties | * Fulfil other duties as required by management and other department personnel as requested/required * Daily progress reports on customers wellbeing, activities, incidents and progress towards NDIS goals and customer personal goals. * Reporting and documenting of any incidents, near misses and reportable incidents in required time frame * Participate in performance development * Maintain customer finances as well as petty cash and accurate records of all expenditure * Actively contribute to a team environment through open communication, participate in regular meetings, planning processes and policy review. * Adhering to WH&S policy and procedure * Taking care to protect on safety and that of others whilst at work * Not being affected by any consumption of alcohol and drugs. Limestone Coast Ability has a ZERO-limit approach to alcohol and drugs * Training is undertaken as required * Infection control |
| Required qualities | * Professional approach * Ability to work under pressure * Organisational and time management skills * Excellent attention to detail |
| Desired competencies | * Analytical thinking * Initiative * Tenacity * Strategic thinking * Positive approach to change |
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| **Person Specification** | |
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| Qualifications | * Certificate III in Individual Support (Desirable) or equivalent experience * Current drivers licence * Current DHS Disability Employment and Child Related Employment Screening / Working with Children Check (or willing to obtain) * Current Provide First Aid Certificate (HLTAID003) * Completed NDIS Quality, Safety and You worker orientation module * Current manual handling certificate |
| Experience | * Experience as a support worker desirable |
| Knowledge | * Good knowledge of Person Centred Practice * Good level of IT skills and use of smart technology * Strong communications skills |
| Skills & competencies | * **Client service focused:** committed to providing exceptional client service across all channels – written, phone and face to face * **Communication:** the ability to communicate clearly and concisely**,** varying communication style depending upon the audience * Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally * Teamwork: willingness to assist and support others as required and get on with team members * Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner |
| Personal attributes | * Professional approach (essential) * Confident manner (essential) * Positive approach to change (essential) * High standard of personal integrity * Ability to collaborate with others to achieve common goals * Being adaptable to changing circumstances and being able to prioritise work * Adhering to the Disability and NDIS code of conduct. * Display a commitment to the mission, vision and values of Limestone Coast Ability. * Committed to teamwork and contribute to the team organisational performance |
| Other | * Availability to work required shifts, including morning, afternoon and evening, nights and weekend shifts as well as sleepovers and public holidays * Good knowledge of IT skills and a smart phone * Working rights in Australia |

**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

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| **SIGNED BY YOU**  .........................................................  Employee |  | .............................................  Date |

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| **SIGNED BY MANAGEMENT**  .........................................................  Manager |  | .............................................  Date |