

Disability Support Worker

POSITION DESCRIPTION

JOB TITLE:	Disability Support Worker
JOB DESCRIPTION:	<p>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>As part of a team, carry out lawful duties following the support plan, and directive from supervising personnel.</p>
RISK ASSESSED ROLE	<ul style="list-style-type: none"> • Current Worker Screening approval • Working with Children Check for Paid Employment • New Worker – NDIS Induction Module
TYPE OF EMPLOYMENT:	Casual
REPORT TO:	Team Leaders/Manager
LOCATION:	Suite 8, 16-18 Hills St, Gosford
MAIN DUTIES / RESPONSIBILITIES:	<p>Providing care and support to clients in line with their personalised care plans, including:</p> <ul style="list-style-type: none"> • Personal tasks • Domestic assistance • Respite • Social support • Transport • Meal preparation • Group participation • Life skills development

Your role will be to support our clients in their day-to-day living, including personal care, washing, cleaning, laundry, preparing and cooking meals and shopping.

Support Workers will provide our clients with opportunities for choice, self-advocacy and participation.

Your primary duty is to ensure a high-quality delivery of care to our service users. You are expected to contribute to our participants feeling respected, safe and protected from exploitation, negligence and/or abuse. You have the responsibility to report any inappropriate, actual or suspected, treatment of participants to your Team Leader/Manager.

Disability Support Workers' professional engagement with clients should be modelled by generating quality person-centred care. They will facilitate clients' access to the community, including group/program/individual activities aimed at supporting and assisting persons with a disability in their community environment. Staff are also expected to present a positive and professional image of the organisation when interacting with clients, family members, advocates, service providers, funding bodies and the general community.

Hygiene Needs

- Showering and bathing including eye and oral care
- Dressing and grooming
- Toileting and continence management
- Washing, hanging and storage of clothing or linen
- Keeping participant's room and environment tidy and clean

Dietary & Nutrition Needs

- Grocery Shopping
- Meal planning, preparation and or set up and assist with feeding
- Supervising or administration medication
- Arrange transport an support participants to attend medical appointments
- Sending prescriptions and collecting medication from pharmacy
- Monitoring blood pressure, pain, wounds and dressings if required
- Behaviour Supports as specified in the participant's Behaviour Plan

Personal Administration

- Shopping for and with participants
- Banking and paying bills if applicable

Activities of Daily Living

- Carry out as instructed and/or designated and demonstrate initiative, tasks and activities aimed at meeting the participant's personal/living community needs, team objectives and/or program goals which is consistent with the organisation's practices.
- Ensure participant's appliances and equipment are kept clean and in good working condition.
- Perform household duties

Mobility and Transfers

- Assist participants with mobility requirements in accordance with training provided and the relevant workplace health and safety standard.
- Correctly and appropriately use mobility aids such as walking aids, belts, lifters, foot/let supports or prosthetics and transfers

Occupational Health and Safety

- Reporting faulty, damaged or missing equipment as soon as possible by writing in communication book, hazard register and informing Team Leader.
- Adhering to Manual Handling Policies
- Be aware of safe working conditions and implement safe working practices in all work areas

Advocacy

- Facilitate community inclusion and participation, dependent on individual needs, abilities and preferences, and support participants to establish and maintain relationships and interests through access to the community activities, venues and services.
- Promote empowerment and the right to choice for service users within the community
- Participate in developing individual program plans and be accountable for their outcomes.

Additional Supports

Adequate training and assessment required prior to performing these tasks

- Gastronomy or PEG feeding
- Catheter Management (indwelling or suprapubic)
- Checking blood sugar levels



Professional Development, Education and Training

- Maintain current knowledge and understanding of the relevant organisational policies, procedures and guidelines
- To embrace change in line with principles of continuous improvement and play an active role in the future developing and direction of the organisation
- When required, orientation of new staff
- Actively participate in on-the-job training

Teamwork

- Participate in meetings and training sessions
- Promote and maintain a positive and safe working environment for all.

Conduct and Behaviour

- Carry out and promote positive routines, duties and or activities in a respectful and flexible manner, which are meaningful and purposeful to the participant
- Encourage positive and socially appropriate behaviour and effectively manage challenging behaviour
- Respond to a crisis within specified guidelines (i.e. Disability Services Manual, Code of Conduct, Policies and Procedures, service duty roster), and seek assistance to situations outside of specified instructions

Communication and Documentation

- Abide by organisation communication, reporting and participant progress practices and procedures by maintaining timely and accurate records.
- Work with participants, family members and other stakeholders in a collaborative and supportive manner
- Report potential hazards, incidents, and concerns in a time and professional manner

**QUALIFICATIONS/
REQUIREMENTS:**

- Cert III Individual Support, Mental Health, Aged Care, Community Services, Disability Work or similar.
- Current WWCC, NDIS Worker Screening Check and First Aid Certificate
- Drivers License

	<ul style="list-style-type: none"> • Reliable and comprehensively insured vehicle • Smart phone
<p>EXPERIENCE:</p>	<ul style="list-style-type: none"> • Minimum 6 months relevant experience • Experience supporting People with Disability. • Demonstrated Continuing Professional Development. • Knowledge of continuous quality improvement principles
<p>SKILLS:</p>	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to build rapport and trust with clients. • Strong time management and ability to prioritise. • Ability to use Microsoft Office suite of programs and other computer systems for record keeping. • Excellent problem solving and conflict management skills. • Ability to work as part of a team and maintain good working relationships. • Demonstrated ability to establish a professional working relationship with participants that is supportive, encouraging and in line with their individual personal plan. • Demonstrated skills supporting and caring for participants with a complex support need e.g., challenging behaviours, complex medical supports. • Ability and willingness to work in a diverse range of settings including but not limited to-a person’s home or place of residence, other services, community groups and different community settings. • A commitment to the values of dignity, respect, inclusion, empowerment, confidentiality, and strength-based practice.

- Knowledge and ability to apply the principles and guidelines of the Disability Services Act (2006).
- A positive and professional attitude about personal care work.
- Possess well-developed written, verbal, and interpersonal communication skills, including the conflict resolution, negotiation, problem-solving, and the ability to communicate effectively as a member of a team. (the team may consist of other disability support workers and the coordinator, families, clients)
- Commitment to adhere to guidelines around privacy and confidentiality and all other BDS policies and procedures.
- General awareness of health and safety issues and demonstrated ability to perform all physical requirements of the position.
- Demonstrate the ability to work autonomously and using initiative within parameters of Beyond Disability Supports policy and procedures.
- Established conflict resolution and problem-solving skills.
- Demonstrate a genuine interest in personal and professional development, in line with organisational values & vision