

## JOB DESCRIPTION AND POSITION SPECIFICATION

<b>POSITION TITLE:</b>	Community Support Worker
<b>CLASSIFICATION:</b>	Level 2, Disability Living Inc. Enterprise Agreement 2016
<b>RESPONSIBLE:</b>	Team Leader

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### Organisational Overview

disAbility Living Inc. was established in 1984 to provide long term community accommodation and lifestyle support for young adults with disabilities. Our services have grown over time to include short term accommodation respite, transition accommodation, in-home support and community based social inclusion programs for children and adults, together with a range of professional services provided by our specialist Developmental Educator Support team. Today, our mission is to foster an inclusive community that supports people to make real choices about how they want their lives to be. We are committed to always putting people at the centre of everything we do, expanding horizons for our clients, our staff and our organisation in support of our vision - **Choices for Living**.

### C.R.E.D.I.T Culture

Everything we do at disAbility Living is underpinned by our unique **C.R.E.D.I.T** culture. **C.R.E.D.I.T** provides a blueprint for seeing each other as human beings with similar experiences, rights and feelings, and helps us create a workplace and client service culture which sets us apart from other providers.

#### Communication

We listen and interact effectively

#### Respect

We are considerate, and show regard

#### Empowerment

We enable others through encouragement and sharing knowledge

#### Dignity

We uphold, and actively promote, the human rights of everyone

#### Insight

We acknowledge, and seek to understand, motivations for actions, thoughts and behaviour

#### Trust

We nurture confidence in our ability to interact with others

## **SUMMARY OF THE BROAD PURPOSE OF THE POSITION**

Responsible to the Team Leader for the efficient and effective provision of personal care, daily living and lifestyle support services to clients with a disability. To support clients to develop independence, social connections, community participation and to achieve personal life goals. To work in a team environment and promote a positive image of disAbility Living Inc to Clients, family members, employees, other agencies and the broader community.

This Position Description sets out the scope and main duties of the role. It does not include or define all tasks the incumbent may be expected to carry out, and it recognises that duties may vary from time to time.

## **REPORTING RELATIONSHIPS**

The position reports to: Team Leader

Staff reporting to the position: Nil

## **RESPONSIBILITIES & DUTIES**

### **Activities of Daily Living**

- Support clients to maintain personal health and medical goals, including administer client medication
- Assist with personal care
- Assist clients to maintain their home environment
- Support clients with domestic tasks
- Assist clients to undertake personal life choices

### **Social & Community Support**

- Encourage clients to access the community
- Assist clients to explore and develop natural friendships and relationships
- Assist clients to identify social and community interests and opportunities
- Assist clients to identify and encourage meaningful vocational, civic, spiritual or voluntary pursuits

### **Data & Records Management**

Comply with disability Living Policies and Procedures with respect to:

- Incident reporting
- Case notes
- Client goals
- Health
- Client confidentiality
- Up to date data and records

### **Work Environment**

- Promoting and supporting the ability and contribution of people with disabilities.
- Promoting disAbility Living's C.R.E.D.I.T. Culture
- Providing an environment in which individuals are empowered to make decisions and achieve as much independence as possible.
- Attending information sessions, training, meetings and workshops relevant to the position with disAbility Living
- Working collaboratively and communicating effectively with disAbility Living clients, families, employees, and management team.
- Ensure adherence to organisational policies procedures and processes.

### **Work Health & Safety / Quality Management**

Ensure WHS & Quality policies and procedures are followed by:

- Adhering to the organisation's Quality Systems, including participating in Continuous Improvement Reviews (Audits)
- Reading and understanding WHS policies and procedures.
- Implementing and monitoring all policies, procedures and work practices in line with WHS legislations and organisational requirements
- Reporting all WHS risks, hazards and near misses within 24 hours
- Using equipment provided for health and safety purposes, and implementing all reasonable instructions given in relation to health and safety at work
- Taking responsibility for own observance of safe work practices and safe work environment and undertake no actions or omissions which will adversely affect the health and safety of others
- Ensuring you and all other staff work in a safe way and observe Work Health and Safety policies, procedures and safe work practices

### **Operational Requirements**

- Ensure that disAbility Living's values, code of conduct and CREDIT culture are consistently upheld
- Read, understand and comply with all disAbility Living's policies and procedures
- Maintain appropriate levels of confidentiality by adhering to information security policies and procedures
- Establish effective and collaborative working relationships with other business units
- Implement employment practises and policies that ensure compliance with relevant legislation
- Comply with Work Health and Safety legislation, policies procedures and reporting requirements
- Actively participate in disAbility Living's Performance and Development systems
- Demonstrate a commitment to own learning and development to maximise professional potential and capability
- Maintain culturally sensitive and inclusive practice
- Demonstrate commitment to upholding human rights regarding empowerment of clients through person-centred service delivery.

### **SPECIAL CONDITIONS**

Initial and continued employment with disAbility Living is subject to the following special conditions:

- Must be prepared to be flexible and to work over a 7 day roster, including mornings, afternoon, evenings, active nights, weekends, public holidays and sleepovers
- Must be prepared to relocate within any of disAbility Living's services across Adelaide
- Some work outside of normal rostered hours may be required
- Willingness to drive disAbility Living Inc's vehicles or use personal vehicle to transport clients
- Physical ability to undertake manual handling procedures (satisfactory Functional Capacity Evaluation with a practitioner of disAbility Living's choosing and discretion may be required)
- Maintenance of mandatory training certifications as required by disAbility Living
- It is a requirement you undertake and hold a DHS Disability Clearance which is acceptable to disAbility Living prior to commencing employment. Failure to possess an acceptable DHS Disability clearance could result in the termination of your employment. Continued employment is subject to the maintenance of a satisfactory DHS Disability Clearance
- Must have a smartphone with reliable internet access
- disAbility Living has a non-smoking policy for staff at all worksites and in all vehicles

### **PERSON SPECIFICATION**

#### **Personal abilities/aptitudes/skills**

- Ability to perform as an individual, with limited direction as well as contribute to a team and work well in a team environment
- Ability to communicate effectively with individuals with disabilities, their families and significant others
- Ability to show initiative and be a self-starter

- Excellent oral and written communication skills
- Excellent time management
- Proven service experience and professional integrity
- Excellent sense of humour
- Genuine empathy and compassion for others
- Excellent problem solving ability
- Excellent organisational and time management skills
- Ability to advocate on behalf of disadvantaged persons or groups
- Person centred approach to clients
- Proven ability to network, communicate and negotiate effectively with community and other organisation’s senior management, health providers and medical professionals
- Competent in the use of Microsoft Office and database applications

**Knowledge & Experience**

- Experience in community-based services
- Excellent understanding of WHS processes and standards
- “Normalisation” principles
- Worked in Disability Sector
- Understanding of NDIS

**Essential Qualifications & Clearances**

- Certificate III in Disability Work or equivalent
- Current South Australian Drivers Licence
- Proof of the right to work in Australia
- First Aid and CPR Certificate
- Manual Handling certificate
- Medication Administration Certificate
- Basic Continence Care and Infection Control Certificate (or willingness to obtain in first 3 months of employment)
- NDIS Quality, Safety and You Certificate
- Child Safe Environments certificate if working with children under 18 years of age
- DHS Disability Clearance
- Working with Children Check (WWCC) if working with children under 18 years of age
- Other training may be required according to client needs

**Acknowledgement**

I have read and understand the requirements of the above job description and position specification.

Employee Name .....

Employee Signature .....

Date ...../...../.....

Manager Name .....

Signature  
(Manager) .....

Date ...../...../.....

<p><b>Job Description Reviewed</b>  Date: December 2020  By: P&amp;C Team</p>
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