

# 001 – DISABILITY SUPPORT WORKER POSITION DESCRIPTION



<b>POSITION TITLE:</b>	<b>DISABILITY SUPPORT WORKER</b>		
<b>POSITION NO.:</b>	001	<b>EFFECTIVE DATE:</b>	01/01/2021
<b>REPORTING TO:</b>	Coordinator		
<b>SERVICE DEPARTMENT:</b>	As Applicable		
<b>REMUNERATION:</b>	Level 2 – SCHCDS Industry Award 2010		
<b>SUMMARY:</b>	To support and empower people who have a disability, providing assistance as documented and as agreed by the person, their family or guardian and service Coordinator.		

## EMPLOYMENT REQUIREMENTS

### KEY SELECTION CRITERIA

- Ability to engage with stakeholders and identify solutions
- High standards of ethical behaviour, disability knowledge and transferrable people/support experience
- Ability to work independently, multi-task, time manage
- Good literacy and numeracy level of competence, able to complete legal records such as case notes, emails, online software
- Experience in performing daily living skills such as budgeting, menu planning, shopping, and other domestic tasks to a high standard
- High level of communication skills, both verbal and non-verbal
- Good physical conditions to assist with personal care, transport and transfers, and safely support daily living activities

### MANDATORY

- Working with Children (Blue Card) – A valid Queensland issued Exemption Card
- Disability Services (Yellow Card) – A valid Queensland issued Exemption Card
- Right to Work within Australia – Australian or New Zealand citizenship or relevant working visa documentation
- Prepared to sign and abide by the Organisational Code of Conduct
- Queensland Drivers Licence
- Commitment to the Vision and Values of ARC Disability Services Inc.
- Successful completion of the ARC Introduction program
- Vaccinated against Covid 19 as per QLD Health directive
- Pass Pre-Employment Drug and Alcohol Screening

### DESIRABLE

- Certificate III (or higher) in Community Services, Individual Support, Disabilities or equivalent
- Relevant experience within the disability sector or related industry or the capacity to demonstrate values and abilities as required to fulfil the duties of a disability support worker
- First Aid Certificate (*certified by an Australia Registered Training Organisation*)
- Cardio Pulmonary Resuscitation Certificate (*certified by an Australia Registered Training Organisation*)

### GENERAL ATTRIBUTES

- Actively participate in team meetings, professional development, supervision and performance reviews
- Demonstrated commitment to the principles of social justice and the inclusion of people with disabilities within the community
- Demonstrated commitment to valuing cultural, racial and social diversity within the organisation and the community
- Ability to work effectively on an interpersonal level with internal and external stakeholders
- Ability to work independently and use initiative
- Effective time management skills
- Demonstrated personal and professional integrity

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- Adhere to and provide input into internal policies and procedures to ensure that meet regulatory and compliance standards
- Report any hazards or issues that impact the safety of the workplace
- Fulfil the role in a manner that uses safe work practices
- Ensure all documentation is completed as required and in a manner with reflects the outcomes required

## JOB PROFILE

- Provide positive home or community based experiences for the person who has a disability as per documentation provided in the personal details or personal plan, working towards specific goals where identified.
- To support and empower people who have a disability, providing assistance as documented and as agreed by the person, their family or guardian and service coordinator.
- Carry out designated duties/tasks as per the service duty roster, and other reasonable duties as instructed by the employer from time to time.
- Assist with medication and or other permitted healthcare tasks as per the documented and approved medication sheet or healthcare plan and complete the appropriate paperwork.
- Assist with any personal care requirements as needed and directed by the person who has a disability/their family or the service coordinator.
- Facilitate community inclusion and participation, dependent on individual needs, abilities and references, and support clients to establish and maintain relationships and interests through access to community activities, venues and services.
- Carry out as instructed and/or designated, and demonstrate initiative, task and activities aimed at meeting the participants personal/living community needs, team objectives and/or program goals which is consistent with the model of practice.
- Carry out and promote positive routines/duties/activities in a cooperative respectful and flexible manner, which are meaningful and purposeful to the individual
- Encourage positive and socially appropriate behaviour, and effectively manage challenging behaviour.
- Promote empowerment and the right of choice for all people in need of support within the community
- Abide by the service communication, reporting and participant/program progress practices and procedures, by maintaining appropriate client records. And work with clients, family members and other stakeholders in a collaborative and supportive manner.
- Respond to crisis within specified guidelines (Code of Conduct, Policies and Procedures, service roster), and seek assistance to situations outside of specified guidelines.
- Participate in developing and monitoring individual program plans and be accountable for their outcomes.
- When required and/or requested by a Coordinator, be involved in on the job, support and offer assistance to other Disability Support Workers within the scope of your role and delegated authority.
- To be aware of safe working conditions and implement safe working practices in all work areas and report potential hazards, incidents and concerns in a professional and timely manner.
- Maintain current knowledge and understanding of the relevant organisational and policies, procedures and guidelines.
- To embrace change in line with the principles of continuous improvement and play an active role in the future development and direction of the Organisation.
- Maintaining clear professional boundaries with Participants
- Participate in training programs as required, including specific training on individual Participant needs
- Maintain Organisation confidentiality
- Complying with all relevant legislation and codes of conduct
- Daily use of computer systems and software programs to ensure effective service delivery, communication and storage of information
- Have a commitment to team work and contribute to the team and Organisational performance
- Participate in general administration tasks as directed
- Any other task as delegated for the position

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## NATURE OF DUTIES

- Large expanse of Manual Handling including:
  - Ability to reach overhead
  - Ability to reach below knee height
  - Ability to reach forward/backward
  - Ability to twist/reach
  - Lifting up to 5-10kg
- Sitting for long periods / Standing for long periods
- Frequent bending at knees and/or hips
- Fine motor skills, especially use of hand coordination
- Repetitive activities
- Use of Motor Vehicle
- Able to recognise and safely manage fatigue
- Variety of irregular/regular Shift work, including weekends/sleepovers

## ACKNOWLEDGEMENT

Duties and responsibilities for this position should not be considered definitive. Duties may be modified at the discretion of Management for short periods of time. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.

### SIGNED and ACCEPTED by the EMPLOYEE:

<b>FULL NAME</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

### SIGNED and VALIDATED by COMPANY REPRESENTATIVE:

<b>FULL NAME</b>		<b>POSITION</b>	
<b>SIGNATURE</b>		<b>DATE</b>	

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