

Position Description

Title:	Disability Support Worker
Business Unit:	Neurological Services
Location:	Melbourne
Employment type:	Part-time and Casual
Reports to:	Coordinator

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The position is responsible for providing support to a group of residents in a community residential setting and ensures their participation in developing person centred plans.

Scope

Budget:	<i>nil</i>
People:	<i>nil</i>

Relationships

Internal:	<ul style="list-style-type: none"> Support & foundation staff
External	<ul style="list-style-type: none"> Clients & their families Government funding bodies

Key responsibility areas

Service delivery	<ul style="list-style-type: none"> Applies organisational practice models, procedures and relevant legislation when working with clients. Supports Clients to achieve their goals or aspirations through provision of quality service Maintains awareness of client's needs Demonstrates sensitivity and respect for diversity and differences in client cohort. Empower residents to make decisions
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Position description

Disability Support Worker

- Teamwork**
 - Maintains enthusiasm and understands own role in achieving organisational mission
 - Openly shares information, participates and contributes to team discussions
 - Considers the views of others and aims for group cohesion

- Communication**
 - Provides accurate written information using forms, log books and templates appropriate to the task; uses organisational technology, such as emails, electronic records and data entry systems.
 - Participates actively in staff meetings and supervision and shares information to improve work environment and outcomes

- Personal accountability**
 - Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
 - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

- Qualifications**
 - Essential: Certificate IV in Disability
 - Essential: Current first aid level 2 (including CPR)
 - Essential: Current valid driver’s license

- Experience**
 - Desirable: Previous experience in the disability sector

- Core selection criteria**
 - **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
 - **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
 - **Achieves results:** Focused on optimal outcomes for clients
 - **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.
 - **Culturally Aware:** Values diversity as a strength and positively utilises diversity
 - **Client Focused:** Prioritises needs of clients
 - **Communication:** Clear communication skills

We are a child safe organisation

Approved by: Senior Manager	Page 2 of 3	Division: Disability & Mental Health
Date Approved: September 2019	Printed copies of this document are not controlled.	Next Review Date: Annual Review

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Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

Employee

Manager

Name:

Signature:

Date: