

Position Description

Title	Disability Support Worker
Business Unit	Western Community Services
Location	Various Locations – Horsham/Wimmera
Employment type	Casual
Reports to	Team Leader - Disability

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work 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.

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (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

1. Position Purpose

The Disability Support Worker works across NDIS funded programs within Horsham and the surrounding areas.

The Disability Support Worker is responsible for providing high quality, person-centred support to individuals with a disability who attend a range of Uniting's Disability programs, including day programs, one on one supports, Short Term Accommodation and Supported Independent Living residential services.

The position aims to empower individuals to achieve their goals and live the life they choose. Consumers are supported to maintain their independence, exercise choice and control and maintain relationships in accordance with their individual person-centred plans. The position may also require liaising with the families and carers of consumers and employees at other services and activities that consumers access.

The Disability Support Worker will be responsible to ensure that all consumer support plans are followed while working on shift.

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2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Team Leaders – Disability & Supported Independent Living
- Senior Manager responsible for NDIS funded programs
- Disability Support Workers
- Uniting employees, volunteers, students and contractors

External

- Allied health and medical professionals
 - Members of our consumers' community
 - Consumers families and advocates
 - National Disability Insurance Agency (NDIA)
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4. Key Responsibility Areas

Service Delivery

- Support consumers to achieve their goals and aspirations through provision of quality service and active engagement with consumers
- Provide support in all aspects of daily living, respecting the individual way in which consumers wish to be supported. This may include support with personal care, mobility, meal assistance, household tasks and meaningful engagement within home and community environments. It may involve working active nights or sleep overs, working in day programs as part of a team and running activities or providing one on one supports in clients home or out in the community.
- Empower consumers to make decisions, exercise personal choice, initiative and self-expression
- Ensure that consumers are at all times accorded respect, dignity, privacy and confidentiality
- Maintain awareness of consumers' support needs
- Keep up to date with consumer needs and care plans, including changes to consumer's care needs and implement accordingly
- Actively promote a home like environment/program setting that enhances the consumers' wellbeing and is welcoming to families, friends and others
- Demonstrate sensitivity and respect for diversity and differences in consumer cohort
- Apply organisational practice models, procedures and relevant legislation when working with consumers
- Ensure adherence to Uniting's Incident Management processes
- Complete support shifts for consumers in line with the shift description and individual support plan
- Complete all case notes for each support shift as required (either throughout or at the end of the shift) and ensure that these are uploaded to the appropriate case management system
- Report incidents or consumer related issues back to the Team Leader as soon as possible
- Complete all administration tasks as directed by the Team Leader

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- Ensure documentation is detailed, accurate and timely and that documentation obligations are met
- Ensure requests for response are timely and supportive of a culture of open disclosure, continuous improvement and learning
- Duties will be varied according to the program and consumer needs and goals

Quality and Risk

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Identify, report, manage and respond to emerging issues in an appropriate and timely way
- Contribute to and promote a positive safety culture by taking reasonable care for your own and other's health and safety

People and Teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful, and enthusiastic work environment
- Actively participate in building a culture of continuous improvement guided by Uniting Vic.Tas' vision, mission and values
- Proactively share ideas to improve the work environment and consumer outcomes, share information and actively contribute to team discussions
- Promote and participate in respectful conversations, considering the views and ideas of others and actively support group cohesion
- Attend Team Meetings

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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
Based on a relationship with a current member of Uniting's workforce
Based on my ongoing work with another organisation

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5. Person Specification

Qualifications

- Desirable: Certificate III or higher in Disability, other relevant qualification, or studying in a relevant field
- Essential: Current First Aid Level 2 (including CPR) Certificate
- Essential: NDIS Screening check

Experience

- Previous work or lived experience in the disability or community services field
- Excellent interpersonal and verbal/written communication skills
- Ability to problem solve and effectively manage feedback
- Competency with using computers
- Flexibility to work a variety of hours and shifts

Core Selection Criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - **Consumer-centeredness:** Foster, promote and implement a culture that keeps consumers at the centre of everything we do
 - Demonstrate an awareness of and prioritise the needs of consumers and focus on optimal outcomes for consumers
 - **Respect:** Demonstrated respect for the uniqueness and value of every individual
 - Ability to establish and maintain relationships that enable consumers to be influential in their own support and build on consumers strengths and abilities
 - **Teamwork:** Cooperate and work well with others in pursuit of team goals,
 - Show consideration and respect for others' feelings and ideas,
 - Willingness to be proactive and help others,
 - Contribute to the continuous improvement of a positive, collaborative and effective work environment
 - **Attention to detail** – ability to read and accurately follow both written and verbal instructions
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6. We are a child safe organisation

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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

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7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: