

# Position Description

<b>Title</b>	Disability Support Worker, Supported Independent Living
<b>Business unit</b>	Consumer Directed Services
<b>Location</b>	Various locations in the Eastern and Southern suburbs of Melbourne
<b>Employment type</b>	Casual
<b>Reports to</b>	Team Leader or Coordinator Resident and Employee Engagement

## 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 is responsible for providing high quality, person-centred support to individuals with a disability living in Uniting Vic.Tas' Supported Independent Living Services.

The position aims to empower individuals to achieve their potential 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 is also required to liaise with the families and carers of consumers and employees at other services and activities that consumers access.

The position is responsible for assisting consumers with daily living and may involve assistance with social support and recreation activities, showering, toileting, dressing, meals, use of physical and communication aids, transport, medication administration and other activities.

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## 2. Scope

**Budget:** *nil*

**People:** *nil*

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## 3. Relationships

### Internal

- Consumers, their families and advocates
- Senior Program Management
- Uniting Vic.Tas' employees, volunteers, students and contractors
- Uniting Vic.Tas' Corporate, Support Services and Mission divisions

### External

- Members of our consumers' community
  - Allied health and medical professionals
  - Other community services supporting consumers
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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 with home and community environments
- 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
- Actively promote a home like environment 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 Vic.Tas' Incident Management processes
- Other duties as directed

### Teamwork

- 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

### Communication

- Enter responsibilities here
- Ensure documentation is detailed, accurate and timely and that documentation obligations are met

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- Ensure requests for response are timely and supportive of a culture of open disclosure, continuous improvement and learning
- Provide feedback to more senior employees on any issues that may arise requiring their attention

#### 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.

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## 5. Person specification

### Qualifications

- Desirable: Completed Certificate IV in Disability OR other relevant qualification in health or disability services field
- Essential: Current First Aid Level 2 (including CPR) Certificate

### Experience

- Highly desirable: Previous or lived experience in the disability services field
- Essential: Excellent interpersonal and verbal/written communication skills
- Essential: Demonstrated ability to set priorities, meet deadlines, work with minimal supervision and under pressure
- Essential: Ability to problem solve and effectively manage feedback
- Essential: Competency with using computers
- Essential: Flexibility to work a variety of hours and shifts

### Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values, respect the uniqueness and value of every individual, establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect, build on strengths and abilities of all, demonstrate transparency and accountability
- **Consumer-centeredness:** Foster, promote and implement a culture that keeps consumers at the centre of everything we do, demonstrate an awareness of and prioritises the needs of consumers, focus on optimal outcomes for consumers
- **Teamwork:** Cooperate and work well with others in pursuit of team goals, collaborate and share information, show consideration, concern and respect for others' feelings and ideas, accommodate and work well with the different working styles of others, encourage resolution

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of conflict within the group, willingness to be proactive and help others, contribute to the continuous improvement of a positive, collaborative and effective work environment

- **Communication:** Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders excellent interpersonal skills

#### Other

- Legal eligibility to work in Australia
- Current Australian driver's licence
- A satisfactory national police records check is a condition of this position and is repeated every three years and international police check if required
- Current National Disability Insurance Scheme Worker Screening Clearance (from 1 February 2021, this replaces the need for a Working with Children Check)
- Compliance and understanding/familiarity with organisational policies, procedures and relevant legislation (i.e., Quality management system, Equal Opportunity, Health and Safety)

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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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