

Position Description

Title	Support Worker (John Macrae Centre)
Business Unit	Aged & Carer Services, Social Support
Location	Toorak
Employment type	Ongoing Part-time positions: 1 x 26hrs p/f & 1 x 40hrs p/f
Reports to	Centre Coordinator

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 Support Worker works directly with consumers to support a socially inclusive approach to active and healthy ageing through the delivery of group support that promotes wellbeing and reablement; contributing to the consumers ability to remain living independently and socially connected. Individual capabilities are developed to support daily living skills and participation in community activities.

2. Scope

Budget: Nil

People: Nil

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3. Relationships

Internal

- All Aged and Carer staff
- All Corporate Support services staff
- Volunteers

External

- Consumers
 - Families and carers
 - Local community providers / partners
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4. Key responsibility areas

Service Delivery

- Understand client support plans and individual need to assist provision of care.
- Support clients to participate in social and recreational activities held at a Centre and in the community to encourage independence aligned with support plan.
- Contribute to the development of client support plans and reassessments in consultation with clients, carers and Team Leader.
- Assist in the preparation of daily activities according to the program plan.
- Assist with client care, serving of meals and light cleaning duties where required.
- Undertake administrative tasks (e.g. client progress notes).
- Ability to drive a vehicle (car and 12-seater bus) for transporting clients where required.
- Support program planning and delivery by researching social activities and other supports as identified in client support plans.
- Perform other work-related tasks consistent with the needs of the program as requested by Team Leader.

Teamwork

- Maintain enthusiasm and understand own role in achieving organisational mission.
- Openly share information, participate and contribute to team discussions.
- Consider the views of others and aim for group cohesion.
- Participate in team meetings.
- Ability to be flexible in response to program need.

Communication

- Facilitate conversation and positive interaction between clients.
- Interact with clients who may have limited verbal communication skills.
- Demonstrate appropriate interpersonal skills.

Quality and risk

- Ensure the safety of clients and self, whilst participating in the program.
- Report any incidents, challenging behaviour, or changes that need to be identified and documented to the Team Leader.

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.

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- 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

Essential:

- Minimum Certificate III in Aged Care or equivalent
- First Aid Level 2, current CPR and Safe Food Handling

Experience

Essential:

- Experience working in the Aged Care sector
- Experience driving a 12-seater bus

Desirable:

- Experience in delivering activity programs for all abilities
- Experience in planning and running group activities
- Experience working with volunteers

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
 - **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
 - **Time Management:** Excellent time management and organisational ability to remain responsive in a busy work environment
 - **Communication:** Clear communication skills
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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.

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

7. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		