

Position Description



Title:	Support Worker
Business Unit:	Disability & Mental Health (DMH)
Location:	Victoria
Employment type:	Full time, Part time or Casual
Reports to:	Team Leader

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 and implementing person centred approaches in all aspects of residents' lives.

Scope

Budget:	Nil
People:	Nil

Relationships

Internal:	<ul style="list-style-type: none">• All disability residential staff• All support and foundation staff
External:	<ul style="list-style-type: none">• Clients and their families• Department of Human and Health services (DHHS)

Key responsibility areas

Service delivery	<ul style="list-style-type: none">• Applies organisational practice models, procedures and relevant legislation when working with customers• Supports Clients to achieve their goals or aspirations through provision of quality service• Maintains awareness of resident's needs• Demonstrates sensitivity and respect for diversity and differences in residents
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Approved by: General Manager – DMH	Page 1 of 3	Division: East
Date Approved: June 2019	Printed copies of this document are not controlled.	Next Review Date: Annual Review

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Support Worker



Leadership & teamwork	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Maintenance of regular positive communication with client's families, advocates, residential support, and the community • Participates actively in staff meetings and supervision and shares information to improve work environment and outcomes
Personal accountability	<ul style="list-style-type: none"> • 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 & requirements	<ul style="list-style-type: none"> • Essential: Certificate IV in Disability or equivalent • Essential: Current first aid level 2 (including CPR) • Essential: Current valid driver's license
Experience & competencies	<ul style="list-style-type: none"> • Desirable: Previous experience in the disability sector
Core selection criteria	<ul style="list-style-type: none"> • Values alignment: ability to demonstrate and authentically promote Uniting's values • Project delivery: demonstrated ability to implement and achieve project objectives/deliverables. • Stakeholder relationships: proven capability to build relationships with stakeholders to achieve outcomes. • Communication: demonstrated ability to communicate clearly and succinctly, with careful attention to detail • Influence and negotiation: Ability to give and gain cooperation at all levels. • Problem solving: proven high level of analysis and problem solving. • Teamwork: willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.

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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 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: