

Position Description

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| Title | Disability Support Worker |
| Business Unit | Western Community Services |
| Location | 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 is required to work across NDIS funded programs within Horsham and the surrounding areas.

The Disability Support Worker will be required to complete 1:1, group or residential support. There is a requirement of the role that all administration tasks as directed by the Team Leader and in line with legislated requirements are followed.

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

2. Scope

Budget: *nil*

People: *nil*

Position Description

Disability Support Worker

3. Relationships

Internal

- Team Leader – Disability
- Senior Manager responsible for NDIS funded programs
- Disability Support Workers
- Disability Administration Team

External

- Department of Families Fairness and Housing (DFFH)
 - National Disability Insurance Agency (NDIA)
 - Local Area Connector (LAC)
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4. Key responsibility areas

Program / Service delivery

- Complete support shifts for consumers in line with the shift description and individual support plan
- Complete all case notes at the closing of each support shift and ensure that these are uploaded to the appropriate case management system
- Report and incidents or consumer related issue back to the direct supervision as soon as possible
- Complete alternative administration tasks as directed by the Team Leader or Disability Administration Team

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

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

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- 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

- Certificate III or higher in Disability Support or another relevant qualification. Enrolment to study will be considered.

Experience

- Experience in the Disability or Community Services field.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated understanding of the National Disability Insurance Scheme.
- Proven capability to build relationships with stakeholders to achieve outcomes.
- Demonstrated ability to communicate clearly and succinctly, with careful attention to detail.
- Ability to give and gain cooperation at all levels.
- Proven high level of analysis and problem solving.
- Willingness to be proactive and help others, contributing to the continuous improvement of a positive, collaborative and effective work environment.

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.

7. Acknowledgement

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

| | Employee | Manager |
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| Name: | <input type="text"/> | <input type="text"/> |
| Signature: | <input type="text"/> | <input type="text"/> |
| Date: | <input type="text"/> | <input type="text"/> |