

Position Title:	Disability Support Worker
Reports to:	Disability Support Staff Officer
Location/Business Unit:	HCM Disability Group Homes and Client Locations
Award:	Social, Community, Home Care and Disability Services Award SCHADS Award (2010)
Classification:	Level 2.1

Continuing our Legacy

Hobart City Mission (HCM) has been serving the people of Southern Tasmania for over 166 years. This has only been made possible through the generosity of our supporters and volunteers. Established in 1852, HCM was the first City Mission in Australia and is the third oldest Mission in the world. HCM offers assistance to those who need it most, in the Southern Tasmanian community, by providing emotional, physical and financial support and guidance. We pride ourselves on developing innovative programs and services that empower people and enable them to participate in community life with a sense of dignity, purpose and self-reliance.

Contributing to our Work Environment

HCM's work environment is centered around team work where we work together to provide support to each other, while as a collective we work to provide support and assistance to those in need in our local community. We respect each other, our differences, our uniqueness and we are proud to be part of an organization that brings people together to support those in need.

Demonstrating Our Values

You will be **honest**, ethical and transparent, building trust and positive relationships with clients, your **team**, and other employees across HCM. You will be **innovative and passionate** and excited to be part of the HCM team who have a long proud history of providing solutions where none seem to exist, to assist those in need. We are inspired to assist those in need, regardless of circumstance and stature. We will **respect** you, so you will **respect yourself and your team**. We work together as a professional **team** to accomplish great outcomes for our clients.

Position Overview

This position is responsible for providing high quality support to HCMs disability participants, to assist and enhance their independence, community participation and quality of life. The Disability Support Worker operates under established routines, standards and procedures and is responsible for managing, planning and organising their own work. They may be required to provide limited guidance to less qualified/experienced staff. You are employed to work across ALL HCM disability sites and not specifically for one participant/client. The rosters are structured to provide you with agreed working hours, AND **not focused on employees working for specific participants**.

Key Functions

Participant Support and Care

Ensure the following support and care is provided to participants in your care:

- Support participants to participate in age appropriate activities/tasks including in home support, community access and employment
- Support participants to access activities and outings in the community
- Provide encouragement, assistance and supervision to participants in their recreation and leisure activities to promote physical and social participation in community life
- Accompany participants to medical appointments, personal appointments, cafes and shops
- Provide direct care assistance to each participant in accordance with their NDIS service plan and as directed by management
- Encourage and assist participants in meal planning and preparation, personal budgets, household accounts and day to day decision making
- Monitor the safety and wellbeing of participants and report any concerns to management in accordance with their NDIS plan
- Maintain clear professional boundaries with participants

Medication

- Administer prescribed medication to participants when required in accordance with the Medication Management Policy
- Ensure your medication certification renewals are completed on time to ensure you are qualified to administer medication to participants

Team Work

- Work with colleagues in a supportive and cooperative manner
- Liaise and communicate with other team members in the interests of achieving a consistent approach for the participants in service provision
- Actively contribute to the team environment through open communication, participation in regular staff meetings and planning processes
- Provide back up and support to other staff as required
- Regularly report to management and attend appointments and/or other services with Case Managers when required
- Participate in professional learning and development activities

Administrative/Reporting

Ensure excellent administration practices and reporting as follows:

- Maintain accurate and up to date case notes on participants. Ensure completion of appropriate documentation in accordance with NDIS and organisational requirements
- Maintain an up to date knowledge of the NDIS systems and practices
- Undertake all work in accordance with organisational policies and procedures
- Comply with all relevant legislation and codes of conduct.

Work Place Health and Safety

- Ensure that all activities and behaviours are carried out with due diligence and care for personal safety and the safety of participants, colleagues and participant's/client's visitors
- Maintain up to date knowledge of HCM work health and safety (WHS) requirements and participate in mandatory WHS training

Skills/Qualifications

You will be persistent, resilient, approachable and act with positive purpose towards good client outcomes. You will also demonstrate the following:

- Certificate III in Disability or other relevant qualification
- Current Medication Endorsement & Level 2 Senior First Aid
- Completed NDIS Worker Orientation Module (or ability to attain)
- Ability to work independently and as part of a team
- Excellent problem-solving skills
- Excellent time management and organization skills
- Competent computer/keyboard/administrative skills
- Well-developed interpersonal skills including ability to write reports and emails

Key Selection Criteria – Demonstrated Experience

(please address all of these points as part of your application for the position)

- Demonstrated ability to **meet the above skills/qualifications/experience**
- Demonstrated high levels of professionalism, honesty and integrity
- Demonstrated ability to work positively with HCM values
- Demonstrated ability to work in a team environment
- Demonstrated passion and attitude towards participants
- Demonstrated experience and/or interest in working with people with a disability, families, service providers, advocates and other stakeholders
- Experience in delivering person-centred supports to people living in community-based settings
- Current police check (less than 6 months old) and Tasmanian Working with Vulnerable People Registration
- Current Driver's License and own transport (preferred)

I acknowledge that I have been provided with a copy of this position description and it has been discussed with my manager/supervisor.

Employee Name: _____

Employee signature: _____

Managers Name: _____

Managers signature: _____

Dated: _____