

Position Title: **DISABILITY SUPPORT WORKER,
SUPPORTED ACCOMMODATION**

Department: Disability Services

Location: Supported Accommodation, Eastern Suburbs

Reports To: Coordinators Disability Services

Core Purpose of Role The purpose of this role is to support and assist people with disabilities to develop and retain skills, to maximise independence, quality of life, valued status and participation in the community while ensuring their adequate safety and health care.

Key Responsibilities:

- 1. Key worker duties
 - Actively participates in the development, implementation, monitoring and regular review of clients of Jewish Care Disability Services Individual Plans; working towards client goals to further develop skills and abilities of each client to maximise quality of life.
 - Attend to administrative duties as outlined by the Coordinator: maintain client files, formulate and analyse charts to record behaviour change and incidents; follow up on incident reports; ensure that the roster supports the client
 - To treat all personal details of medical, social, family etc history of all clients of Jewish Care as confidential at all times.
 - Provides appropriate supervision, support, guidance and training to each client (as per their Individual Plan and any developed programs) to enhance skills through their active participation in activities including budgeting, money handling, shopping, cooking, general housekeeping, managing medication and other activities of daily living.
 - Provides assistance and support to clients of Jewish Care Disability Services to further develop skills, knowledge and awareness in key life domains including living situations, education, communication, vocation, leisure, community access, health, finance, family support, advocacy and personal support.
 - Provides assistance and support to clients to enhance

independence in personal care, health care, hygiene and to access the same community services and resources (both general and specialist) that are accessed by other members of the community with dignity and respect.

- Provides assistance to clients to carry out (or to access services to carry out) all necessary domestic duties such as cleaning, cooking, laundry, gardening, lawn mowing and maintenance.
- Promotes and maintains, as appropriate, contact with clients' family, friends, advocates, guardians and other services (while ensuring that the clients' privacy and confidentiality is respected).
- Builds relationships with and provides support to clients in all activities to promote clients' rights and maximise participation in community living.
- Promptly reports to the Coordinator, any activity or event that may compromise the clients' safety and well being or privacy, dignity or confidentiality.
- Maintains information and communication systems as required including all necessary administrative records, data collection, documentation (e.g. house communication books) and provides reports as required.
- Carries out items on the care checklist and work with the client's individual behaviour plan to support the goals of the client's individual plan with the house routine
- Accompanies clients to their scheduled activities, doctors' appointments and coordinates with the day program; take care of clients' diet and exercise needs, attending to minor medical needs and support during illness and follow-up treatments.

2. Team work

- Demonstrates motivation to work together as part of a team and treat colleagues with respect, courtesy and consideration at all times. Attend fortnightly team meetings.
- Participates in the development, implementation, monitoring and regular review of clients, reporting on the client's progress at staff meetings as required
- Implements all relevant policies and procedures approved by Jewish Care Disability Services and JewishCare.
- Participate in JewishCare's staff accreditation, performance review and planning processes.

- 3. Learning and Development
 - Participates and demonstrates commitment to personal professional development and maintenance of skill levels and participates in JewishCare's internal training program.
- 4. Night Shifts
 - Work night shifts (penalty rates apply).
- 5. Occupational Health & Safety responsibilities
 - As part of JewishCare's ongoing commitment to providing a safe working environment:
 - Cooperates with JewishCare with respect to any requirements imposed by or under the OH&S Act and/or OH&S Regulation(s)
 - Takes reasonable care for your own health and safety and for the safety of others who may be affected by your behaviours or omissions whilst in the workplace
 - Maintains and improves any equipment, standards or procedures provided in the interest of health, safety and welfare in pursuance of any provision of the OH&S Act and/or OH&S Regulation(s)
 - Undertakes a monthly OHS review
 - Demonstrates knowledge of, and practically applies, OH&S principles, ensuring that preventative safety measures are in place and followed at all times.
 - Immediately notifies Coordinator of and documents any emergencies, accidents, incidents or identified hazards.
- 6. General Duties
 - Observe the human resource policies of JewishCare as varied from time to time
 - All other reasonable duties as directed by the JewishCare

This position description should represent your role and responsibilities at the time of recruitment, however due to the dynamic nature of our business, your job title, key tasks and responsibilities, performance objectives and relationships are likely to evolve over time. The flexibility to adapt to any changes should be considered a key requirement of working at The Company.

Person Specification:

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • A current unrestricted Australian Drivers License. 	<ul style="list-style-type: none"> • A Current Senior First Aid Certificate (or willingness to attain).
Knowledge:	<ul style="list-style-type: none"> • The principles of the NSW Disability Services Act (1993) and associated NSW Disability Standards (see: http://www.dadhc.nsw.gov.au/). • An understanding of EEO and OHS principles. • Minimum knowledge and experience equivalent to Certificate III in Welfare Studies 	
Experience:	<ul style="list-style-type: none"> • Sensitivity to Jewish values, heritage and culture. • Basic computer skills 	<ul style="list-style-type: none"> • Experience working with people with disabilities

Core Competencies

- Works collaboratively with team members and has contact with other departments representing the team ensuring resolution of service or program delivery problems.
- Demonstrates to other team members a high level of motivation and sustained discipline to provide a high level of service or program delivery for client and/or more than one client simultaneously.
- Able to handle sensitive inquiries with tact and discretion
- Able to resolve conflicts related to relevant service or program delivery activities without assistance under general supervision.
- Understands and interprets complicated guidelines and procedures and resolves problems requiring practical application of theory.
- Responsible for own schedule, contacting more senior staff only to seek specialised help or notify progress of work.
- A creative “can-do” approach

- Facilitates client involvement in aspects of service delivery and policy development.
- Adheres to duty of care and procedural fairness principles.
- Is able to deal with more than one clients simultaneously.

Personal characteristics:

- A desire to support people with disabilities to live valued and meaningful lives.
- Able to take the initiative and problem solve
- A creative 'can do' approach
- Respectful of the rights of others

Internal and External Relationships

Summary of the main contacts of the position and details of the type of interaction involved

Contact	Type of Interaction
Coordinator, Disability Services	<ul style="list-style-type: none"> • Direct supervision, staff meetings and learning and development activities
Manager, Disability Services	<ul style="list-style-type: none"> • Staff meetings

Acceptance

Please indicate that you have read and understood the position description, as well as your acceptance, by signing below.

Manager

Name:

Title:

Date:

Employee

Name:

Title:

Date: