



Position Description

Position Title:	Support Worker
Hours per week: Salary:	Varied hours per week In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010
Tenure:	Casual – ongoing
Probation:	6 Months with opportunity to extend to 12mths
Reports to:	Coordinator
Location:	Positions available as advertised
Date Prepared:	Nov 2015
Qualifications:	<p><u>Minimum:</u> Appropriate experience, maturity and skill in the care and management of Children & Young People, People with a Disability and frail aged persons. Have the ability to relate and communicate well with others.</p> <p><u>Preferred:</u> Formal qualifications in Disabilities, Youth Work, Aged Care or Community Services. If you do not have any formal qualifications be willing to enroll in Cert IV in any of the above fields within 6mths of commencing employment.</p>

POSITION SUMMARY

The Support Worker is responsible for the care and management of Children and Young People, People with a Disability and/or frail aged persons. The role involves the day to day care of individuals, domestic duties, hygiene practices, provision of meals, and supporting clients in the community.

The position also involves working within a multi-disciplinary team in order to achieve client goals and promote independence where possible. Successful applicants will be required to have sound knowledge and the capacity in dealing with consumer's who may have multiple complex needs including trauma based behaviours. Majority of Support Workers will be required to work alone with minimal supervision, and will be responsible to ensure that you maintain a high level of professionalism at all times.

MAJOR RESPONSIBILITIES

- Perform the day to day tasks associated with the operation of a care setting including domestic activities, organizing of routines, preparation of meals etc.;
- Provide a consistent caring atmosphere in a manner which best meets the physical, social, educational and emotional needs of clients.
- Provide consistent management of the challenging behaviours which may be present. Behaviours may include self-harming, substance abuse, violent and aggressive behaviours and criminal activities.
- Provide pre and post placement within the community setting as negotiated through the transition plan process.
- Other duties as negotiated.

AS A MEMBER OF CO-ORDINATED SUPPORT SERVICES TEAM YOU WILL BE ACCOUNTABLE FOR AND PARTICIPATE IN:

- Actively participate as a member of a multi-disciplinary team in the planning and case management and be committed to improving client outcomes.
- Maintain records pertaining to the operations as required.
- Work under the direction, support and consultation of the Coordinator;
- Liaise and communicate effectively with a range of people including family members, colleagues, staff and other agencies;
- Participate in staff development and in-service training as required;
- Support and participate in the Company's commitment to the ongoing Quality Improvement process.
- Input and maintain accurate client data at all times.

REPORTING RELATIONSHIPS

- This position reports directly to the Coordinator

PERSON SPECIFICATION Essential:

- A high level of professionalism, especially the ability to maintain confidentially.
- Ability to work under pressure
- Excellent Organisational skills

KEY SELECTION CRITERIA

1. Appropriate personal attributes including personal maturity, self-confidence, insight, flexibility, tolerance and respect for others.
2. Demonstrated experience in home management and the support of those receiving a service from CSS as identified as part of a care/case plan.
3. To have an understanding of development issues and specific circumstances which may impact on a person's behaviour;
4. The proven ability to communicate clearly and effectively with clients, their families and other staff members and key stakeholders.
5. An understanding of the relevant Standards, Acts and Legislation that support service provision.
6. Well-developed written, and verbal skills.
7. The ability to work collaboratively as a member of a team.
8. The demonstrated ability to engage in supportive, caring relationships with clients and manage challenging behaviours.
9. Able to accept supervision and direction. The ability to work in an unsupervised working environment, and open to further developing skills through training.

ADDITIONAL REQUIREMENTS

- A current Drivers' License is essential as some travel will be required.
- Senior First Aid and update CPR yearly.
- The applicant will be required to substantiate formal qualifications.
- The appointment is subject to a satisfactory Criminal Records Check.
- The applicant will be required to have a current Working with Children's Check and Criminal History Screening.

Under Work Cover legislation, it is the applicant's duty to advise Co-Ordinated Support Services of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

Due to the nature of the position it will require the ability to work flexible hours on a rostered or relief basis. This will involve evening, overnight and weekend work including public holidays.

Applicants must specify location of work in the application.

Applicants Name: _____

Signature: _____

Date: _____