



Position Description

Position Title:	Disability Support Worker
Service Area:	Disability & Mental Health Services
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 Level 2
Location:	236 Gill Street, Charters Towers, QLD, 4820.
Reporting To:	Client Team Leader
Direct Reports:	Nil
Issue Date:	21 February 2022

The Organisation

Prospect Community Services Ltd. is a non-profit organisation managed by a committee of enthusiastic, community minded people. The organisation endeavours to identify, promote and develop the interests and needs of the Charters Towers community through the provision of a diverse range of programs and services through the following program areas: Community and Housing Services, Disability and Mental Health Services, Family and Youth Services, Business Services and Financial Services. These services work collaboratively to meet the aims and objectives of the services and the organisation.

A Support Worker is responsible for providing support and developing services that promote and enhance the quality of life for persons with a disability and their families and carers. Prospect Community Services is a Registered Provider under the National Disability Insurance Scheme (NDIS).

Position Responsibilities

Services include but are not limited to:

- Assistance with daily personal activities
- Assistance with daily life tasks in a group or shared living arrangement
- Development of daily living and life skills
- Participation in community, social and civic activities
- Accommodation/Tenancy assistance
- Assistance to access and maintain employment
- Assistance to integrate into school or another educational program
- Assistance in coordinating or managing life stages, transitions and supports
- Assistance with travel/transport arrangements
- Household & Outdoor tasks (including yard maintenance)
- Training for independence in travel and transport.

Other Duties

- To perform direct care duties for individual Participants as specified in the Personal Care Profile including (but not limited to):
 - Showering/bathing
 - Dressing/grooming
 - Toileting/bowel therapy
 - Preparing meals
 - Assisting individual Participants with their meals
 - Assist with Participant's physical and mobility requirements/allied health plans in accordance with training provided and the relevant workplace health and safety standard, including hoisting/transferring of Participants.
- To provide other support to individual Participants as required such as:
 - Personal administration, shopping for and with Participants, banking and paying bills
 - Supervision of Participant's medication requirements
 - Washing and ironing of personal clothes
 - Ensuring that bathing areas and Participants' appliances are kept in a clean condition
 - Performing household duties and ensuring the house is clean and tidy
 - Tidying of Participant's rooms
 - Identifying the need for, and supporting Participant to attend medical/therapist appointments
 - Behavioural support
 - Transport as required.
- Participate in developing and monitoring individual care plans and be accountable for their outcomes.
- Facilitate community inclusion and participation, dependent on individual needs, abilities and preferences, and support Participants to establish and maintain relationships and interests through access to community activities, venues and services.
- Encourage positive and socially appropriate behaviour, and effectively manage challenging behaviour.
- Awareness of Workplace Health and Safety procedures for Prospect Community Services and report any identified risks to the Workplace Health and Safety Manager at Prospect.
- Maintain Participant confidentiality at all times.

Organisational

- Taking reasonable care for their own health and safety and ensuring their acts or omissions do not adversely affect the health and safety of other persons.
- Implementing Prospect Community Services Ltd.'s work health and safety risk management processes.
- Complying with all related legislation, regulations, standards, codes, guidelines, and quality frameworks.
- Adhering to Prospect Community Services Ltd. policies, procedures, and guidelines.
- Performing designated tasks and duties as rostered, and undertaking such other reasonable tasks and duties as instructed by Prospect Community Services Ltd.

Key Selection Criteria

Qualifications/Experience

- Certificate III in Individual Support (Desirable) or willingness to obtain
- Experience in working with persons with a disability, their family and/or carers.

Skills and Attributes

- Demonstrated skills supporting and caring for adults and children with complex support needs e.g. challenging behaviours, complex medical supports.
- Demonstrated ability to establish a professional working relationship with Participants that is supportive, encouraging and challenging.
- Ability and willingness to work in a diverse range of settings including but not limited to – a person's home or place of residence, other services, community groups and other community settings.
- A demonstrated ability to maintain Participant records and statistical data and undertake administrative tasks.
- A demonstrated ability to work cooperatively with staff and the Board of Prospect Community Services.
- A demonstrated ability to work flexibly and with initiative, with limited supervision
- Trustworthy and able to maintain high ethical standards and information confidentiality.
- Demonstrated ability to work independently and as part of a team.
- Punctual, reliable, organised, and able to work well under pressure to meet agreed schedules and timelines and deliver agreed outcomes.

Mandatory Requirements

- Possession of, or eligibility to obtain, a current, valid Blue Card Positive Notice (Working with Children check).
- Possession of, or eligibility to obtain, a current NDIS Worker Screening Prescribed Notice (Criminal History Screening)
- Ability to pass Drug and Alcohol Screening
- Current Covid-19 Vaccinations
- Current Queensland Driver Licence
- Possession of, or eligibility to obtain and maintain a current First Aid certificate
- Have a Smartphone and reliable, registered, and insured Motor Vehicle.



Performance Appraisal

This position is subject to:

- Probationary performance appraisals at or before the end of each of the incumbent's second, fourth, and fifth months of employment; and
- Annual performance appraisals on the anniversary of employment.

Note

It is not the intention of this Position Description to limit the scope, responsibilities, or accountabilities of the position but to highlight its key aspects. These aspects may be altered in accordance with the changing requirements of the role.

Certification

Employee

I hereby acknowledge that I have read, understood, and agree to comply with this Position Description. I accept all position requirements, including its responsibilities and key performance indicators which may be altered in accordance with the changing requirements of the role.

Name

Signature

Date

Direct Supervisor

I certify that this Position Description is an accurate representation of the current requirements of the role.

Name

Position

Signature

Date