

Position Title:	Community Support Worker
Team / Section:	Direct Care Services
Industrial Award:	Social, Community, Home Care and Disability Service Industry Award 2010
Reports to:	Direct Care Services Manager
Supervises:	Nil
Other Key Relationships:	Senior Coordinator DCS, DCS Coordinator, DCS Officer, EO
Date Approved:	1 August 2020

Organisation Background:

Carers and Disability Link (CADL) is a Community Support Organisation established in 1995 to support informal Carers; those caring for a family member or friend who has a disability, illness or is frail aged, people with disability, and older community members.

- * As a registered NDIS provider, Carers and Disability Link provides a range of services to participants of the NDIS including assistance with daily activities, group and therapy supports, support coordination and plan management.
- * Social Support and Respite services are available for people over 65 years of age under the Commonwealth Home Support Program.
- * Support for Carers is offered through a range of activities, assisting Carers to maintain their caring roles as well as good health and well-being.

Together, we link people with disabilities, carers and the aged, with care and support services through flexible and inclusive choices within our local community.

Primary Purpose of Role

- To provide the delivery of high quality services, where a client can exercise choice and control
- Supporting clients to reach their goals

Experience

Essential

- * Self motivated, reliable and able to work independently
- * Excellent verbal and written skills
- * Flexibility to work shift work, which could include weekend and overnight
- * General understanding of National Disability Insurance Scheme and Commonwealth Home Support Programme
- * To be able to deliver services in a professional and timely manner
- * Recognise and report on any Restrictive Practices

Desirable

- * Sound knowledge and experience working in the disability and/or aged sector
- * Commitment to own professional and personal development

Qualifications

Essential

- * Certificate 3 in Aged, Disability, Mental Health or Individual Support.
- * Current Senior First Aid Certificate
- * Current Manual Handling Certificate
- * Current " Through Their Eyes" Certificate (if working with children)
- * Infection Control
- * Safe Food Handling Certificate
- * Assist With Medication
- * NDIS "Quality Safety and You" orientation Training

Desirable

- * Experience Training in specific disabilities

Values and Behaviours

All staff and volunteers are expected to behave in a manner aligned to the values of the organisation as written in the Code of Conduct. These are:

<p>Respect for individuals</p>	<p>Demonstrate respect for the inherent dignity and rights of each individual, in particular their right to be accepted as they are, to participate fully in decision making in their own lives, and their right to privacy and confidentiality. Acknowledge, value and appreciate individuals for who they are.</p>
<p>Honesty and Integrity</p>	<p>Do your job to the best of your ability, undertaking duties and responsibilities with honesty and integrity. Be true to your word, open and trustworthy.</p>
<p>Empowerment</p>	<p>Promote independence of individuals and assist them to understand and exercise their rights and responsibilities. Not directing, but always walking alongside, allowing individuals to be themselves and build on their own knowledge, skills and relationships.</p>
<p>Justice and Equity</p>	<p>Recognise that each person is an individual and act with fairness and equality, and without discrimination.</p>
<p>Protection of Individuals</p>	<p>Create a safe environment for all carers, clients, staff, volunteers and independent contractors and report any breaches of policy or code of conduct.</p>
<p>Recognition</p>	<p>Value the role of Carers in our community, and recognise their rights to mutual support, understanding and respect. Value staff and volunteers, acknowledging their contributions to the organisation, recognising their strengths, weaknesses and their right to express their opinion, and rejoicing in their achievements.</p>
<p>Kindness</p>	<p>Practice kindness and work cooperatively toward creating a happy, healthy and safe environment where all feel respected, valued and able to be their authentic selves</p>

Staff and volunteers are expected to demonstrate care for each other and a safety-first mindset which guides our decision making and our every action. At all levels, our people are expected to create a safe environment for themselves and their colleagues. This means taking accountability for knowing how to operate safely, actively identifying safety risks and speaking up if you have concerns.

Working within a regulated environment with vulnerable groups and individuals, staff and volunteers are expected to follow our policies and procedures

Special Conditions

- * This position requires flexible hours, including weekends and after hours;
- * This position qualifies as able to work from home, in line with the CADL working from home conditions and practice and procedure;
- * Workers must possess, and keep current, a satisfactory Department of Human (DHS) Disability Employment Screening clearance and a Working with Children Check (or current DCSI Clearance)
- * Workers must sign the Carers and Disability Link and NDIS Code of Conduct prior to commencing employment;
- * Workers in this position must possess a Current Driver's Licence and willingness to drive CADL vehicles. Workers may need access to own vehicle with appropriate insurance when CADL vehicles are not available;
- * Workers must participate in an annual developmental review process and regular supervisory meetings.

Key Duties and Role Responsibilities

Specific to Role:

- * Deliver direct care, assistance and support to clients with individual needs
- * Follow individual care plans, support plans, behaviour support plans
- * Work alongside and assist children and / or adults with disabilities / chronic health issues / mental illness / dementia / frail aged / so that they can continue to live independently in their own home, access community, build resilience, wellness and re-enablement
- * Report concerns or incidents as soon as possible to appropriate staff person
- * Create and maintain clear and concise client and organisational records eg goals, care plans, personal needs, medication charts, incident reports, cash expenditure etc.

Organisational:

- * Actively promote CADL values and policies in your daily work;
- * Comply with all organisational and operational policies of CADL;
- * If required, participate in staff and team meetings and staff training days;
- * Protect the right of all Carers, clients, staff and volunteers to privacy and confidentiality at all times;
- * Whilst working as a member of the work team, maintain and develop partnerships with key stakeholders.
- * Ensure structures and procedures adhere to the requirements of Equal Opportunity, Occupational Health and Safety and Workers Compensation legislation.

Approval

The details contained in this document are approved and an accurate statement of the responsibilities, competencies and other requirements of the job.

Vicki Williamson (CEO)



28/7/2020

Name (Manager)

Signature

Date: