

AUTISM ADVENTURES POSITION DESCRIPTION

JOB TITLE: Support Worker

AWARD: Social, Community, Home Care and Disability Services Industry Award

LOCATION: Brisbane / Gold Coast / Moreton Bay / Sydney

AUTISM ADVENTURES

Autism Adventures provides autism-specific supports for young people and adults with high-functioning autism or Asperger's Syndrome to meet the challenges they face in life and to reach their full potential. Autism Adventures enable, empower and educate participants through social groups, independent living skills mentoring, job coaching, and day and overnight activities.

POSITION OVERVIEW

The Support Worker is responsible for delivering a range of high-quality in-home and community-based supports under the NDIS within a specific service area (as defined in the Employment contract). In addition, this may also include facilitation at an Autism Adventures Social Group.

The Support Worker is responsible for implementing Program Plans and facilitating mentoring services that have a strong focus on maximising the living, employment, social and recreational skills of young people with autism. Community inclusion, independence, decision-making and personal choice are promoted through these supports, with a focus on individual needs and flexibility of support.

KEY RESPONSIBILITIES AND DUTIES

Client Services

- Participate in developing and monitoring participant Program Plans, and be accountable for their outcomes.
- Support and promote the choices of participants in determining their own support and Program Plan.
- Support participants in their Program Plan to make progress towards achieving their individual goals, and ensure they meet the goals as set out in their NDIS Plan.
- Actively respond to participant needs in a flexible and respectful manner.
- Monitor the safety and wellbeing of participants and report any concerns to the Management Team.
- Facilitate community inclusion and participation, dependent on individual needs, abilities and preferences.
- Support participants to establish and maintain relationships and interests through access to community activities, venues and services, as well as within Autism Adventures' social groups.
- Encourage, and role model, positive and socially appropriate behaviour, and effectively support challenging behaviour.
- Carry out, and promote, positive routines and activities in a cooperative, respectful and flexible manner, which are meaningful and purposeful to the participant.
- Ensure all participants are treated with respect and dignity, and provide culturally respectful and appropriate support.
- Respect the privacy and confidentiality of participants, during, and beyond the period of employment.
- Work with participants, family members and other stakeholders in a collaborative and supportive manner to achieve the goals as set out in the Program Plan and participant's NDIS Plan.

Operations

- Respond to enquiries by providing requested information and further referral to the appropriate Manager.
- Maintain current knowledge and understanding of the relevant organisational and policies, procedures and guidelines.
- Complete all required paperwork, documentation and recording, which includes writing progress notes that are reflective of the support provided, within the context of a participant's NDIS Plan and agreed Program Plan.
- Communicate appropriately, and maintain positive working relationships with key stakeholders: people with autism; parents, families, and carers of people using Autism Adventures' services; Autism Adventures staff and other professionals and service providers.

Staff/Team

- When required, support and offer assistance and backup to colleagues (Support Workers and Management Team).
- Collaborate with others to achieve common goals.
- Report regularly to the line Manager.
- Attend, and actively participate in, team meetings and participant review meetings, as required.
- Provide the Management Team with your scheduled sessions at the beginning of each week.
- Notify the line Manager if you are unable to work your rostered sessions, with as much notice as possible.

Work Health and Safety

- Be vigilant in monitoring own work practices, and promptly report any concerns to the line Manager.
- Report all hazards, injuries, incidents and near misses immediately to the line Manager and complete the relevant paperwork.
- Report unsafe conditions or practices, and make suggestions to the immediate line Manager.

- Take reasonable care of the Health and Safety of self and others, and comply with Workplace Health and Safety risk assessment requirements.
- Participate in the staff consultation process about work health and safety matters.
- Comply with the company's Home Visiting Policy and Procedure.

Information Technology

- Use computer systems and software programs to ensure effective service delivery, communication and compliant storage of information.

Other Duties / Responsibilities

- Carry out designated duties/tasks as per this Position Description, and other reasonable duties as instructed by the Management Team from time to time.

PERSONAL SPECIFICATION

- Be adaptable to changing circumstances and be able to prioritise work.
- Client focussed.
- Commitment to inclusion and valuing difference and diversity.
- Be passionate about supporting people with autism to reach their true potential in life.
- Have a positive approach to empowering and educating young people with autism.
- Genuine desire to provide the best quality support for people with autism.
- Have a commitment to team work and contribute to the team and organisational performance.

POSITION CRITERIA

- Certificate III in Individual Support (Disability) or Community Services, or other relevant qualification, or working towards completing qualification within 12 months.
- Practical experience in supporting and mentoring people with Autism Spectrum Disorders.
- Have experience in developing and implementing programs that meet the wants, needs and interests of individuals.
- Have strong administrative and organisational skills.
- Have effective communication and interpersonal skills, including the ability to work and communicate effectively with participants, their families/carers, other service providers and professionals.
- Understanding of privacy and confidentiality issues.
- Hold a Blue Card and Disability Services Positive Exemption Notice Card (QLD) or verified Working With Childrens Check (NSW).
- Hold a current full drivers license and own a reliable vehicle with comprehensive business insurance.