

Position Description		
Job Details		
Position Title: Disability Support Worker		Year: 2020
Department: Aged and Disability		
Reports directly to: Disability Coordinator		Direct Reports: • N/A
Background Information		
Qualifications	<i>Undergraduate</i>	
	<i>Postgraduate</i>	
	<i>Other</i>	Certificate III in Disability Services or similar
CatholicCare Western Sydney & The Blue Mountains Overview		
<p>CatholicCare Western Sydney and the Blue Mountains (CC) is a not-for-profit that aims to serve the community in the Catholic Diocese of Parramatta by overseeing the provision of high-quality social services operating according to the principles of Catholic Social Teaching. CC respects the dignity, worth, diversity, cultures and beliefs of all people and is renowned for its hands-on and practical approach to the service and pastoral care of people in this area.</p> <p>At CC, what inspires us most is hearing what really matters to our clients so we can support them to live with joy and purpose. CC provides various services for a range of clients from birth to the aged across the following programs providing them with resources, education and tools to overcome their challenges.</p> <ul style="list-style-type: none"> • Child Education Services • Families, Counselling and Wellbeing • Disability and Aged • Homelessness • Community & Engagement <p>As a not for profit, CC relies significantly on funding and community support to be able to continue to make a difference in the lives of people who need us.</p>		

Working for CatholicCare Western Sydney & The Blue Mountains

Our highly trained staff support people at all stages of life to manage difficulties and rediscover strengths. We are a unifier, bringing together individuals and families with their community. This is what inspired us every day so all Australians may live with joy and purpose.

With more than 200 employees and volunteers, CC employs a diverse range of staff across its many programs including counsellors, support workers and educators.

CC is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. CC is committed to safeguarding all children, young people and vulnerable adults and that all children, young people and vulnerable adults have an equal right to protection from abuse.

At CC we are committed to employing the very best people in the industry who have a genuine passion for working in the not for profit sector and have the right level of experience and knowledge.

CatholicCare Western Sydney & The Blue Mountains Values

At CC, our values underpin everything we do and how we do it.

- **WE EMBRACE EVERY JOURNEY** with gratitude and love
- **WE ARE AVAILABLE** with an open mind and heart
- **WE BUILD TRUST** with integrity and respect
- **WE ADVOCATE** with patience and passion
- **WE PERSEVERE** with resilience and belief

Role Purpose

Our employees support people at all stages of life to manage difficulties and rediscover strengths. The role will see you supporting people with disabilities with their day to day living, ensuring they have opportunities to develop valued lifestyles. This may include support with their personal care, mobility, meal assistance, household tasks and meaningful engagement within their home and community environments.

Key to the success of this role is developing a professional and quality relationship, providing support, encouragement and enhancement of life for the people we support.

Key Responsibilities

- Participate in monthly supervision with Disability Coordinator and yearly performance review and development meetings
- Attend and participate in team meetings monthly
- Attend training as required to continue to develop professional skills
- Have a good understanding of the National Standards for Disability Services
- Ensure a quality service is provided to clients – understanding issues facing the people we support, and a commitment to meeting their individual needs
- Ensure the participants rights and interests are addressed effectively and efficiently and the participant has choice and control over all aspects of service delivery

- Contribute positively to the work of Disability Services by establishing good working relationships with families, employers, community partners and other professionals
- Work effectively with individuals' functional abilities and complex needs, respect the right of participants to make informed decisions
- Communicate effectively with participants, and if needed their circle of support to provide a holistic service
- Engage in collaborative problem-solving approach with individuals, staff, families, colleagues and Disability Coordinator to seek solutions of day-to-day issues
- Ability to perform all physical aspects of the role without causing injury to themselves or others.
- Ability to provide support with all aspects of personal care for the participant when needed
- Comply with WHS Policies and Procedures – work safely, identify and report hazards, vehicle safety checks, infection control, complete incident forms in a timely manner, ensure all risk assessments and management strategies are conducted as required.
- Ability to complete and provide progress notes after each service and provide additional information to the Service manager for reports, when requested.
- Other additional, reasonable duties as requested by the Disability Coordinator
- This position requires working outside the office environment
- Promote a positive relationship between all staff involved in service provision
- Follow relevant policies and procedures including safe work practices and take reasonable care of own and others health, safety and wellness
- Work in partnership and consultation with Management for continuous quality improvement opportunities.
- Work collaboratively with other team members and teams on CC activities
- Follow CC values, policies, procedures and statutory obligations
- Actively foster a culture of continuous learning and improvement in the Disability & Aged Care team and more broadly within CC.

Knowledge, skills, experience & compliance – Required to perform this role

- Ability to undertake the duties of the role in accordance with CC's Mission, Vision and Values; and its Code of Ethics and Conduct.
- Ability to negotiate with all stakeholders.
- Excellent and demonstrated customer service knowledge and skills
- Experience in delivering services and products for the NDIS
- Reliability, flexibility and commitment to high work standards
- Ability to communicate effectively with all members of society and actively participate in building an inclusive environment for all.
- Strong knowledge of current Disability sector including National Disability Insurance Scheme (NDIS)
- Ability to problem solve and come up with solutions that benefit all stakeholders.
- Demonstrate a good level of organisation, planning and time management skills.
- A genuine interest in the well-being and inclusion of people with disabilities.
- Demonstrate a high level of commitment and responsibility while understanding and respecting clients, their families and other stakeholders.
- A current Driver's license including access to a reliable vehicle and comprehensive car insurance.
- Valid Apply First Aid certificate
- Valid Working with Children Check
- National Criminal History Check

- NDIS Worker Orientation Module Training

Personal Attributes

- Good team member with excellent communication skills
- Outcomes focused
- Proactive and persistent
- Collaborative and consultative
- Values driven with strong personal and organisational values alignment
- Positive attitude and commitment to tackling challenges

Staff member's name (print):		Date:
Staff member's signature:		

Manager's name (print):		Date:
Manager's signature:		