

Position Description

Position Title: Casual Support Worker

Classification &
Stream Division: SCHADS Award
Support Services

Reports to: Team Leader/Manager

Date:

Primary Purpose of the job

- To work with NDIS Participants to develop and implement goals and plans that promote their best interest, ensure their safety and appropriate development.

About (The Network / Program)

- The target group consists of NDIS Participants
- This position works across a variety of suburbs and regions

About Choice Support Services

CHOICE MISSION STATEMENT

Mission: To empower participants to be the decision maker in their life and to walk alongside them through their journey, supporting participants to stay connected with community and family and create positive outcomes.

Values: Compassion, Honesty, Inclusion, Community, Equality

Expected Outcomes

- Relevant legislation, policy, procedure and frameworks are followed in day-to-day practice; participants receive a high standard of service delivery
- Day to day work is undertaken in a therapeutic manner
- Service delivery is provided in accordance with organisational Policy & Procedures, the Aboriginal principles and noting relevance of particular CALD needs.
- All members of a Participants Care Team contribute to and participate in assessment, decision making and planning in relation to the participant.
- Ability to utilise structure, routine, nurture, consistency, limits and boundaries.
- Casework is consistent with the NDIS standards
- A demonstrated level of self-care; improvement in service delivery and participant outcomes
- Contribution to day to day planning and to continuous quality improvement.
- Being a cohesive team member
- Records are completed compliant with NDIS standards

Position Description

Job Competencies

Case Work	Liaises with relevant stakeholders including family members, carers etc as appropriate, supports Participants to set and achieve goals
Decision Making	Makes sound, timely decisions leading to effective service delivery; gives appropriate rationale for decisions
People Capability	Seeks, and is open to, feedback on own effectiveness and is open to identifying areas for self-development; actively works to address skill and knowledge gaps
Team Dynamics	Engages and contributes to team activities including discussions; contributes to team spirit.
Participant Service	Identifies and analyses participants needs; provides service appropriate to need
Administration	Completes accurate reports, logs, case notes and files; collects uses and shares information in line with Choice Services policy guidelines
Building Participant Relationships	Builds positive relationships with Participants and those connected with participants including carers, parents, partners and families; establishes and maintains appropriate boundaries and participant confidentiality
Punctuality	Ensure that you arrive at your designated workplace when you are rostered for the shift. This is vital to the consistency that is needed to provide the best support for the participants

Requirements of the role

- A national police record check is required
- A current and valid Working with Children Check
- A current Victorian Drivers licence
- DES/Carer register check
- Certificate IV in Disability Services OR
- Certificate IV in Community Services
- Current Full First Aid Certificate
- Full Comprehensive Vehicle Insurance