

Companion Mental Health and Disability Services



JOB TITLE **DISABILITY SUPPORT WORKER**

DATE **1 August 2021**

REPORTS TO **MANAGER – SUPPORT AND COORDINATION**

POSITION DESCRIPTION	
Position purpose	<p>The role of the disability support worker is to provide support to clients with physical, intellectual, and psychosocial disabilities. The disability support worker provides personal, physical and emotional support to clients who require assistance with daily living.</p>
Main Responsibilities	<ul style="list-style-type: none"> • To provide support services to clients relating to daily living and community access and support. • To facilitate or assist clients with outings and other social activities. • To understand and provide appropriate care to clients with low needs to patients with high needs who demonstrate a range of challenging behaviours • Working alongside other workers with 2:1 clients. • To work under general guidance from the client seeking support, from their family, within clearly defined guidelines. • Complete detailed progress notes on daily activities and clients' needs. • Report any critical incidents and document as required. <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</p>
Other Duties	<ul style="list-style-type: none"> • Fulfil other duties as required by management and other department personnel as requested/required
Essential Criteria	<ul style="list-style-type: none"> • Certificate in Disability and/or equivalent qualification/s • Demonstrated skills in communication, organization, and time management. • Current First Aid certification • Manual Handling certification (Less than 12 months) • Drivers Licence and comprehensive car insurance • NDIS Worker Orientation certificate • NDIS Worker Screening Clearance (or immediate ability to apply) • Police Clearance • Proof of eligibility to work in Australia • Infection and Control - Covid-19 Certification

Desired Criteria	<ul style="list-style-type: none"> • Provide good availability across the week for a range of shifts. • 12 months experience in disability support work • Medication Competency certification. • Working with Children Check (or willingness to obtain)
PERSON SPECIFICATION	
Qualifications	<ul style="list-style-type: none"> • Certificate in Disability and/or equivalent qualification/s
Experience	<ul style="list-style-type: none"> • 6- 12 months experience working as a disability support worker highly desirable although not essential.
Knowledge	<ul style="list-style-type: none"> • Understanding of NDIS desirable but not essential
Skills & Competencies	<ul style="list-style-type: none"> • Client focused: committed to providing exceptional client support service across all channels – face to face and written. Understanding of the principles of choice and control for clients. • Communication: Good listening skills and the ability to communicate clearly and concisely. Sound written skills to complete accurate documentation. • Attention to detail: excellent attention to detail and written skills when communicating with others and in the writing of detailed progress notes. • Teamwork: willingness to assist and support others as required and get on with other support workers. • Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative tasks as part as part of the role in an efficient and timely manner
Personal Attributes	<ul style="list-style-type: none"> • Professional approach to the role • Resilient and adaptable • Compassionate and caring • Good judgement and common sense and able to use discretion. • Positive approach to change • Willing to be flexible.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date