



## Position description

### Section 1: Job specifications

<b>Job title</b>	Support Worker
<b>Job category (disability support, managerial etc.)</b>	Disability Support
<b>Position type</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Contract
<b>Job supervisor name and title</b>	Cherie Apostolatos
<b>Job supervisor phone number</b>	

### Section 2: Job description

<b>Scope and limitation</b>	<p><b>Scope:</b> The Support Worker provides and delivers individual and personalised care and resources to participants, so that they may continue to live in their homes.</p> <p><b>Limitation:</b> Inability to provide professional and objective support. Difficulty setting limits and dealing with behaviour. Distress when relationships break down. Grief and loss for participants when workers leave.</p>
<b>Roles and responsibilities</b>	<p>The Support Worker's responsibilities include:</p> <ol style="list-style-type: none"> <li>1. Comprehensive knowledge of the NDIS support items under the NDIS Guidelines.</li> <li>2. Direct involvement, assessment and support of participants ensuring Policies and Procedures are adhered to.</li> <li>3. Develop and maintain positive working relationships and linkages with community agencies, clinical services and all other relevant providers to ensure effective communication, referrals and care coordination.</li> </ol>



	<p>4. Working one-on-one or in a group setting supporting participants to make their own decisions, overcome barriers and strive towards achieving their goals.</p> <p>5. Advocate on behalf of participants to access services within the community.</p> <p>6. Monitoring and reporting including monitoring participant referrals, progress against NDIS Goal Plans, data collection and reporting where required.</p> <p>7. Mandatory administration tasks including data entry into the client management system.</p> <p>8. Undertake ongoing professional development as required.</p> <p>9. In addition to the above responsibilities, you are required to also perform any other reasonable duties as directed from time to time.</p>
<p><b>Skills and knowledge required</b></p>	<ul style="list-style-type: none"> <li>• Patient, flexible and understanding.</li> <li>• Supportive and caring nature.</li> <li>• Commitment to the rights of participants with disabilities to live dignified lives.</li> <li>• Able to accept responsibility.</li> <li>• Good communication skills.</li> <li>• Able to work as part of a team.</li> <li>• Able to cope with the physical demands of the job.</li> </ul>
<p><b>Training and supervision arrangements</b></p>	<p>We will provide you with the specific required trainings.</p> <p>Training plans will be developed and delivered by the Owner/manager.</p> <p>Worker’s Orientation Program Infection prevention and control module</p>




<b>Security check requirements (e.g. police check)</b>	<ul style="list-style-type: none"> <li>• Worker's Screening Check</li> <li>• Police Check</li> <li>• Blue Card</li> </ul>
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**Section 3: Qualifications and memberships**

Required qualifications	Required professional association memberships
<ul style="list-style-type: none"> <li>• Minimum Certificate III in Disability/Aged/Individual Support</li> </ul>	

**Section 4: Approval signatures**

<b>Name of person approving job description</b>	Cherie Apostolatos
<b>Position of person approving job description</b>	Owner/Manager
<b>Signature</b>	
<b>Date approved</b>	