

CONSTANTLY TRAINING PTY LTD

4 Sherbourne Street, Essendon VIC 3040

ABN 93 649 084 417

POSITION DESCRIPTION

SUPPORT WORKER

Position Details

- **Position Title:** Support Worker
- **Employment Type:** Casual
- **Reports to:** Director
- **Location:** Client homes and community settings, Victoria
- **Hours:** Casual, variable. Weekdays, evenings, weekends and public holidays as required. No minimum or maximum hours guaranteed.

About Constantly Training

- Constantly Training Pty Ltd is a not-for-profit organisation providing NDIS support services across Victoria. We support people with disabilities to achieve their goals and participate meaningfully in community and social life.
- We are committed to delivering high-quality, person-centred support grounded in respect, dignity, and the rights of people we support.

About the Role

- As a Support Worker, you will provide direct support to NDIS participants in line with their individualised support plans. You will work with people across different disability types, life circumstances, and support needs.
- The role is flexible, varied, and person-centred. You will work autonomously in community and home settings, building relationships with participants and enabling them to achieve their goals.

Key Responsibilities

- Provide support to NDIS participants as outlined in their individualised support plans
- Support participants with daily living activities, community participation, social engagement, and skill development
- Maintain accurate records and communicate progress to CT and participants
- Respond to changing needs and adapt support as required
- Maintain professional boundaries and respect participant privacy and dignity
- Report any concerns or incidents to the Director immediately
- Comply with all NDIS requirements, policies, and safeguarding obligations
- Undertake training and professional development as required

Requirements & Qualifications

Essential

- Valid driver's licence
- Current First Aid and CPR certification
- Current National Police Check
- NDIS Worker Screening clearance
- Right to work in Australia
- Demonstrated commitment to person-centred support and respect for human rights
- Ability to work independently and manage your own time
- Reliable, punctual, and professional

Desirable

- Certificate IV in Disability Support (or equivalent)
- Experience working in the disability sector
- Knowledge of NDIS and person-centred planning
- Experience with community support or social work

Key Competencies

- Empathy and person-centred approach
- Communication and active listening
- Problem-solving and adaptability
- Reliability and time management
- Professional boundaries and confidentiality
- Physical fitness (role involves standing, walking, assisting with mobility)

Working Conditions

- Work is based in client homes and community settings across Victoria
- Hours are variable and casual — you will be offered shifts as work becomes available
- Work includes weekdays, evenings, weekends, and public holidays
- You are responsible for your own transport to and from support locations
- Support may include physical assistance, which requires physical fitness and appropriate manual handling techniques
- You may be exposed to challenging behaviours or complex support needs — training and support will be provided

Training & Development

- You will be provided with induction and orientation to CT's practices and the NDIS
- CT may require you to undertake specific training relevant to your role (e.g. manual handling, disability-specific training, safeguarding)
- You are expected to maintain your First Aid and CPR certifications and keep all required checks current

NDIS & Safeguarding

- You must comply fully with the NDIS Code of Conduct

- You must comply with all relevant disability rights and safeguarding legislation
- You must maintain confidentiality and privacy of all participant information
- Any concerns about participant safety, wellbeing, or safeguarding must be reported to the Director immediately

Other

- This role is subject to regular performance review
- You may be asked to perform other duties as reasonably required
- CT is committed to flexible, supportive employment practices and welcomes applications from people of diverse backgrounds