

## Role Description

### Disability Support Worker

Reports to Accommodation, Programs & Services Manager

Department Accommodations

Location 19 Elbow Street West Kempsey 2440

Classification Employee

### Our Ethical Commitment

We are committed to:

- working with participants in a professional and courteous manner.
- acting in the interests of participants with honesty, integrity, fairness, and goodwill.
- supporting freedom of expression.
- respecting the rights of participants to exercise control over their own lives according to their own values and preferences.
- treating all people as equals and upholding legal and human rights.
- ensuring that the person-centered services of Macleay Options Ltd are accessible to all who need them.
- ensuring that participants are provided with appropriate person-centered services to enable them to achieve reasonable and valuable personal goals.
- ensuring that participants are safe and feel secure, while recognising dignity of risk.
- working co-operatively with carers, family, and appropriate agencies to further the welfare of our participants.
- recognising the importance of developing meaningful personal relationships.
- maintaining the confidentiality of information imparted to us and not using that information for improper purposes.
- demonstrating impartiality in decision-making and accountability to our participants and the community we serve; and
- Enhancing the reputation and public image of Macleay Options Ltd.

### Our Aims

- To support the empowerment of participants in their access to and use of the community and its services.
- To develop a Person-Centered Individual Life Goal Plan that is based on the needs, choices, cultural and spiritual diversity, and interests of each person.
- To encourage and support the independence of participants and to promote natural supports within the local community.
- To encourage consumer participation in the service and to promote human dignity and the rights of each individual.
- To provide support to participant to achieve, improve and/or maintain recreation, leisure, community awareness and social skills.
- To provide ongoing support and opportunities for participants to learn, experience and participate in the activities and programs of their choice; and

- Assist participants to access other service providers to gain the outcome they require.

## Purpose

As part of a team, carry out lawful duties, directions (as per individual duty roster), and group/program/individual activities aimed at supporting and assisting persons with a disability in their living and/or community environment. Staff are also expected to present a positive and professional image of the organization when interacting with clients, family members, advocates, service providers, funding bodies and the general community. To support people living in their own homes in their day-to-day living. Facilitate community inclusion and participation, dependent on individual needs, abilities and preferences, and support clients to establish and maintain relationships and interests through access to community activities, venues, and services

## Responsibilities

- To always support our NDIS clients in an ethical and respectful way
- Contributes to the development of work plans and team goals
- Delivers Financial Support Services competently
- Works collaboratively and operates as an effective team member
- Values individual differences and diversity
- Builds and sustains positive relationships with employers and complementary services
- Commits to achieving quality outcomes. Maintains accurate records and files
- Actively participates in a culture of achievement
- Suggests improvements to work tasks and business practices
- Responds in a positive and flexible manner to change
- Showering/bathing
- Dressing/grooming
- Toileting
- Preparing meals
- Assisting individual clients to eat their meals
- Providing clients with additional support where required, such as gastrostomy feeding where appropriate training has been provided
- Assist with client's physical and mobility requirements in accordance with training provided and the relevant
- Workplace health and safety standard, including transferring of clients.
- Personal administration, shopping for and with clients, banking and paying bills (where applicable)
- Supervision of client's medication requirements
- Washing and ironing of personal clothes
- Ensuring that bathing areas and clients appliances are kept in a clean condition
- Performing household duties and ensuring the house is clean and tidy
- Tidying of client's rooms

- Identifying the need for, and supporting client to attend medical/therapist appointments
- Behavioural support
- Transport as required

### Selection Criteria

- Cert III or equivalent in Disability Support.
- Knowledge of NDIS requirements.
- First aid certificate.
- Experience in the disability sector.

### Mandatory Role Requirements

- Provision of documentary evidence of right to work in Australia.
- Signed Confidentiality Agreement.
- NDIS Worker Screening Check
- Attainment of a Criminal Record Check showing no convictions for a *prescribed criminal offence* according to the *NDIS (Practice Standards – Worker Screening) Rules 2018*.
- May involve travel to and from meetings or training outside normal business hours.
- Successful completion of Worker Orientation Module ‘Quality, Safety and You’.
- Successful completion of Covid – Infection Control Certificate.
- Completed In-House Mental Health Module.
- Signed Code of Conduct.
- Signed acknowledgement in Worker’s Handbook.
- Monitor and respond to correspondence generated via HR Advance, email, ProjeX, Webcare or other management communication system
- Provide proof of being “up to date with covid” vaccinations.

### Other Role Requirements that may be deemed necessary

- Degree or equivalent relevant qualifications or extensive experience in the Community Services Sector.
- Working with Children Check (WWCC).
- Current Driver’s License.
- Current First Aid Certificate.
- Achieve (as a minimum) core units of Certificate III in Individual Support within 6 months of commencement
- Minimum of Third-Party Car Insurance on a Private Motor Vehicle if used to transport Macleay Options participants.