



*Giving Hope. Nurturing Dreams. Inspiring Youth to Thrive.*

## POSITION DESCRIPTION

<b>Position:</b>	<b>Disability Support Worker - Casual</b>
<b>Hours:</b>	As required including availability to work weekends and nights
<b>Salary:</b>	SCHADS Award Grade 3 Level 1-4
<b>Terms of engagement:</b>	Casual
<b>Location:</b>	Various home and / or residential settings; and recreational settings based within the Northern Rivers Region
<b>Responsible to:</b>	Manager Family Supports
<b>Qualifications/skills:</b>	Minimum two years' experience working with people with disability and / or mental health issues.  Certificate IV in Disability or Mental Health or Youth Work; Diploma or degree in Youth Services / Community Welfare / Social Science or other relevant qualifications.

### **Purpose of Position:**

The Disability Support Worker is responsible for implementing and programming aimed at maximising the living, social and recreational skills of clients with disability. Community inclusion, independence, decision making and personal choice should be promoted through these programs, with a focus on individual needs.

### **Key responsibilities:**

1. Implement CASPA's NDIS program for people with disabilities in accordance with legislative requirements
2. To provide high quality, person centred support, mentoring, care and assistance to people with a disability in a home/residential or recreational setting.
3. Provide individual support to people with disabilities to enable them to undertake all aspects of daily living and to participate in age appropriate activities, tasks and outings in the community.
4. Compliance with WH&S Act.
5. Contributing to the work of CASPA.
6. Participating and positively contributing to the team structure.

## DUTY STATEMENT

*Your main tasks are:*

### **1. Provide person centred support to people with disabilities to enable them to undertake all aspects of daily living and to participate in age appropriate activities, tasks and outings in the community. This support to be provided in home, residential or recreational setting.**

- Participate in service planning process for individuals and monitor outcomes
- Implement individual support plans aimed at assisting individuals to achieve their goals
- Support individuals to participate in age appropriate activities, tasks and outings in the community
- Ensure that all support activities undertaken are documented and reviewed
- Prepare daily reports on support plan process
- Contribute to the development, implementation and evaluation of individual support plans
- Work with individuals, families, caseworkers and other professionals to support the clients individual goals
- Contribute positively to the team environment through clear communication, participation in team meetings and liaising with other staff to ensure smooth and consistent service delivery
- Monitoring and recording that medication is being taken in accordance with the individuals support plan
- Assist with personal care as necessary
- Be aware of and responsive to the changing needs of individuals with a disability
- Contribute to CASPA's readiness for the implementation of the National Disability Insurance Scheme

### **2. Compliance with the Workplace Health & Safety Act**

- Understand and observe the principles and provisions in the Act
- Report all hazards, incidents, near incidents etc. to Manager Family Supports
- Work collaboratively with other team members and management to promote a safe and secure work environment
- Monitor the safety and wellbeing of individuals

### **3. Contributing to the work of CASPA**

- Promote a positive profile of the organisation by providing high quality person centred care

**4. Participating and positively contributing to the team structure**

- Attend and positively participate in all team meetings and staff development opportunities
- Maintain accurate daily care records
- Provide feedback of a positive or negative nature on relevant issues to the Manager - Family Supports
- Use appropriate forums or processes to discuss differences in work practices
- Attend and contribute to professional development, such as supervision and training
- Adhere to program guidelines and requirements as directed by the Manager - Family Supports
- Adhere to all CASPA policies and procedures

*Other duties as agreed*

**Selection Criteria:**

1. Certificate IV in Disability or Mental Health or Youth Work; diploma or degree in Youth Services / Community Welfare / Social Science or other relevant qualifications
2. Minimum two years' experience working people with a disability and/or mental health issues
3. Demonstrated understanding of person centred, strengths based, trauma informed care
4. Demonstrated ability in working with challenging behaviours
5. Demonstrated ability to accurately report and record observations
6. Demonstrated positive communication, time management and teamwork skills
7. Demonstrated knowledge about the National Disability Insurance Scheme (NDIS)

*Working with Children and Criminal History Checks are requirements for all child related employment at CASPA*

*I acknowledge that I fully understand the job description above and accept the duties of the position as stated.*

Signed: ..... Date: .....