

Job Description – Disability Support Worker

<p>Position Overview</p>	<p>The Employee is responsible for maintaining their training currency and implement support services aimed at maximising the living, employment, social and recreational skills of people with a disability. Community inclusion, independence, decision making, and personal choice should be promoted through these supports, with a focus on individual needs.</p>
<p>Responsibilities and Duties</p>	<p>Support participants to participate in age appropriate activities and tasks including employment, in home support and community access. Support participants to access activities and outings in the community. Provide direct care assistance to each participant in accordance with their service plan and as directed. Work in accordance with the work health and safety procedures and participant right's policies including privacy and confidentiality. Monitor the safety and well-being of the participants and report any concerns to the Manager. Provide 1: 1 or small group training and support in response to individual participant needs. Ensure completion of appropriate documentation. Relevant information on support provided is to be recorded in participant notes as required. Participate in the Planning process for individual participants and monitor outcomes. Work with participants, family/ carers, relevant case managers and other professionals to support the participant's individual goals. In conjunction with other members of staff assist in developing, implementing and evaluating training and behaviour programs to attain identified individual goals. Ensure that all programming undertaken is appropriately maintained, documented and reviewed. Assume the role of key worker for designated participants, including the preparation of a monthly report on participant progress. Liaise extensively with other staff to ensure the overall smooth and consistent running of the service. Report regularly to manager Actively contribute to a team environment through open communication, participation in regular staff meetings, planning processes and policy review. Provide back up and support to other staff as necessary. Participate in Performance Development meetings to identify ongoing training and support opportunities. Notify the service if you are unable to work your rostered shifts, with as much notice as possible. Contribute to Case reviews with Employment Consultants and Facilitators.</p>



Key Performance Indicators	<p>Participants receive appropriate levels of support essential to promote and maintain independence and participate in age appropriate activities. All participants receive a high level of care and support as per their Personal care is provided to participants in a caring and supportive way. Documented evidence demonstrates that service procedures are followed.</p> <p>All policies and procedures are followed.</p> <p>Records demonstrate that participants have received correct medical and dietary intakes as prescribed by medical practitioners and as per service policy and procedures.</p> <p>Participant files are updated and reviewed and health care and behaviour support plans are in place as required.</p> <p>Documentation of annual Plans and reviews are sighted by the manager. Daily documentation completed (i.e. diaries and daily statistics).</p> <p>A high level of communication with the Manager is maintained including advising of any potential risks to participants or the organisation.</p> <p>Induction, WHS, Manual Handling, Medication and Infection Control training are undertaken on commencement.</p> <p>Documentation is completed and maintained as per procedures.</p> <p>Sufficient notice (as much notice as possible) is provided for all rostered shifts you become unable to work.</p> <p>Employee code of conduct is adhered to.</p>
Personal Qualities	<p>Being adaptable to changing circumstances and being able to prioritise work.</p> <p>Participant focused, and person cantered</p> <p>Commitment to social and inclusion and valuing difference and diversity.</p> <p>Staff that deliberately breach this dress code may be subject to disciplinary action.</p>