



# POSITION DESCRIPTION

## Disability Support Worker

**\*ABN 87 556 415 276**  
CODA (Carers of Disabled Adults)  
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# Position Description

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## Position Details

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Title: *Disability Support Worker*  
Reports To: Client Services coordinator  
Employment Conditions: Casual

Modern Award - "Social, Community, Home Care and Disability Services Industrial Award 2010". 2.1

Modern Award - "Social, Community, Home Care and Disability Services Industrial Award 2010". 3.1

## Remuneration Arrangements

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### Classification Equivalent:

Modern Award - "Social, Community, Home Care and Disability Services Industrial Award 2010". 2.1

Modern Award - "Social, Community, Home Care and Disability Services Industrial Award 2010". 3.1

Performance Review: Annual

## Primary Purpose

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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 Association when interacting with clients, family members, advocates, service providers, funding bodies and the general community.

### **Job Purpose:**

To support people living in their own homes in their day-to-day living, ensuring that they have maximum opportunity for developing valued and valuing lifestyles. Support workers will be clear that their professional engagement with clients is concerned with generating quality personal relationships, which are supportive and life enhancing. They

will provide opportunities for choice, self-advocacy and participation in matters relating to the home as well as facilitating access to community services and facilities. To support client with all aspects of every day living – personal care, washing, cleaning, laundry, preparing and cooking meals and shopping.

## **Key Result Area / Main Responsibilities**

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1. Carry out designated duties/tasks as per the service duty roster, and other reasonable duties as instructed by the employer from time to time.
2. To perform direct care duties for individual clients as specified in the Personal Care Profile including (but not limited to):
  - ❖ 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.
3. To provide other support to individual clients as required such as:
  - ❖ 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 clients rooms
  - ❖ Identifying the need for, and supporting client to attend, medical/therapist appointments
  - ❖ Behavioural support
  - ❖ Transport as required
4. 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.
5. Carry out as instructed and/or designated – and demonstrate initiative – task and activities aimed at meeting the clients personal/living community needs, team objectives and/or program goals which is consistent with CODA's model of practice.
6. Carry out and promote positive routines/duties/activities in a cooperative respectful and flexible manner, which are meaningful and purposeful to the individual

7. Encourage positive and socially appropriate behaviour, and effectively manage challenging behaviour.
8. Promote empowerment and the right of choice for all people in need of support within the community
9. Abide by the service communication, reporting and client/program progress practices and procedures, by maintaining appropriate client records. And work with clients, family members and other stakeholders in a collaborative and supportive manner.
10. Respond to crisis within specified guidelines (i.e. Disability Services Manual, Code of Conduct, Policies and Procedures, service duty roster), and seek assistance to situations outside of specified guidelines.
11. Participate in developing and monitoring individual program plans and be accountable for their outcomes.
12. When required, support and offer assistance to Disability Support Workers (Level 2)
13. When required and/or requested by your supervisor, be involved in on the job training and/or orientation of new staff.
14. To be aware of safe working conditions and implement safe working practices in all work areas and report potential hazards, incidents and concerns in a professional and timely manner.
15. Maintain current knowledge and understanding of the relevant organisational and Departmental policies, procedures and guidelines.
16. To embrace change in line with the principles of continuous improvement and play an active role in the future development and direction of CODA south.

## **Typical Qualifications & Experience**

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1. Possess and demonstrate sound disability (or allied health/welfare/education field) experience, knowledge and/or training relevant to the position.
2. Current Qld Drivers License (*essential*)
3. Current Senior First Aid Certificate (*essential*)
4. Current CCYP Employment Suitability Card (*essential*)
5. Certificate III in Disability Studies or related fields (*essential*)
6. Compulsory third party insurance on private vehicle (to be used for work purposes)
7. General awareness of health & safety issues.
8. A minimum of one year's driving experience and a full driving licence.

## Key Behavioural Indicators

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1. Demonstrating leadership to achieve vision
2. Demonstrating a genuine personal commitment for striving towards continued organisational improvement
3. Listening and responding to client/service needs within organisational guidelines
4. Ability to handle stressful and adverse situations.
5. Contribute openly and with confidence with other team members in a respectful and sensitive manner.
6. Recognising internal and external feedback (be it positive or negative) as an opportunity for growth
7. Sharing a sense of accountability and responsibility
8. Demonstrating a genuine interest in personal and professional development, inline with CODA South's mission.

## Selection Criteria

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1. Demonstrated skills supporting and caring for adults with complex support need eg challenging behaviours, complex medical supports.
2. Demonstrated ability to establish a professional working relationship with clients that is supportive, encouraging and challenging.
3. Demonstrated ability and skill to work within a Lifestyle Planning process for persons with a disability
4. Demonstrate ability to work autonomously and using initiative within parameters of CODA policy and procedures.
5. Demonstrated ability to perform all physical requirements of the position.
6. Possess well-developed written, verbal and interpersonal communication skills, including the conflict resolution, negotiation, problem solving, and the ability to communicate effectively as a member of a team. (The team may consist of other Disability Support Workers and the Coordinator, families, clients)
7. Ability and willingness to work in a diverse range of settings including but not limited to – a person's home or place of residence, other services, community groups and other community settings.
8. Demonstrated knowledge and application of the principles and objectives of the Queensland Disability Services Act (1996)
9. Possession of or willing to obtain the following within the 3 month probation period:
  - ❖  Senior First Aid Certificate
  - ❖  Undergo Criminal History Screening Check
  - ❖  Commission for Children and Young People Employment Suitability Notice (Desirable)