



POSITION DESCRIPTION

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| Position Title | Disability Support Worker |
| Work Type: | Casual/Part Time/Full time |
| Work Unit: | Supported Independent Living/Community Access/Respite |
| Reports To: | House Coordinator |
| Award/Classification: | Social, Community, Home Care and Disability Services (SCHADS) Award/Level 1-2 depending on experience and skills |

THE SCOPE AND PURPOSE OF THE JOB

The Disability Support Worker is responsible for providing TK Community Care Services clients to acquire independent living skills and to support them on individual needs in the home environment and in the community in accordance with individual care plans. . TK Community Care Services operates 24-hours per day, 7-days per week. We have clients based in Supported Independent Living (SIL) facilities and in a number of other business locations, institutions, or home facilities. We also have clients requiring Short-Term Accommodation (STA), respite and Community Access. TK staff will be rostered according to client needs and staff availability.

| Key Responsibilities | Key Performance Indicators |
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| <ul style="list-style-type: none"> Support participants to access activities and outings in the community. | <ul style="list-style-type: none"> All participants receive a high level of care and support as detailed in their Service Agreement Plan (SAP) |
| <ul style="list-style-type: none"> Provide direct high level care assistance including personal care, showering, dressing, toileting, laundry, shopping, menu planning, meal preparation and hoisting to each client in accordance with their service plan and as directed by the Manager Provide respite care to the participant in a manner that is meaningful and may include in-home care, activities, and outings. Assist in transporting participants to access community and social activities and/or medical and doctor appointments. This may involve using the TK Van and hoist operation for transporting wheelchair aided clients. | <ul style="list-style-type: none"> Personal care is provided to participants in a caring and supportive way. All policies, procedures and guidelines are followed. |
| <ul style="list-style-type: none"> Work in accordance with the medication administration policy, work health and safety procedures and participant right's policies including privacy and confidentiality. | <ul style="list-style-type: none"> Documented evidence demonstrates that service procedures are followed. Records demonstrate that clients have received correct medical and dietary intakes as prescribed by medical practitioners and as per TKCCS policy and procedures. |

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| | <ul style="list-style-type: none"> • All WHS instruction and procedures are followed while on duty. • The dignity of participants and their confidential information is maintained. |
| <ul style="list-style-type: none"> • Monitor the safety and well-being of the participants and report any concerns to the House Coordinator. | <ul style="list-style-type: none"> • Participant issues reported immediately when identified to the House Coordinator, office of on-call, followed by incident report to be completed. • Reports all incidents, hazards, and near misses within defined timelines and following correct processes. |
| <ul style="list-style-type: none"> • Ensure completion of appropriate documentation. Relevant information on support provided is to be recorded. | <ul style="list-style-type: none"> • Daily documentation completed (such as doctor appointment, communication book, handover form, participant notes, medication chart etc) in a timely manner. • Documentation is completed and maintained as per TKCCS policy, procedures and mandatory requirements. |
| <ul style="list-style-type: none"> • Work in collaboration with the team to address service improvements resulting from client complaints or external stakeholder feedback. • Notify your supervisor or office if you are unable to work your rostered shifts, with as much notice as possible. • Participate in Performance Development meetings to identify ongoing training and support opportunities. | <ul style="list-style-type: none"> • A high level of communication with the house coordinator, manager or office is maintained including advising of any potential risks to participants or the organisation. • The employee Code of Conduct is adhered to at all times. • Sufficient notice is provided for all rostered shifts you become unable to work. • Other training is undertaken as required. |
| <ul style="list-style-type: none"> • Quality & Continuous Improvement | <ul style="list-style-type: none"> • Demonstrates support for and In day to day practice. • Participates fully in initiatives across the organisation as required. • Promotes the culture as an integral part of core practice, supports and participates in relevant internal and external certification and auditing programmes. • Participate, seeks opportunities, and makes appropriate suggestions for continuous improvement activities. |

Selection Criteria

Essential minimum requirements:

1. Minimum Certificate III in Disability, similar or willingness to obtain.
2. Significant experience working with people who have a Disability and challenging behaviours.
3. Demonstrated experience supporting and empowering people with disability to participate in all areas of their lives.
4. Ability to demonstrate interpersonal skills with clients, families and stakeholders.
5. Ability to work positively with people from diverse background using person-centred approach.
6. Proven experience in the use of appropriate manual handling techniques.

7. Flexibility to work various shifts including short shift on Community Access within a fortnightly roster including morning, afternoon and active night shifts, weekdays, and weekends.
8. Current working with children Clearance (Ochre Card).
9. NDIS Worker Screening Check (forms.pfes.nt.gov.au/safent/).
10. NDIS Worker Orientation module (training.ndiscommission.gov.au)
11. Current Police Check not less than 6 months old.
12. Proof of current COVID-19 vaccination including Booster Certificate as mandated by the Northern Territory Chief Health Officer.
13. Current 2022 Influenza vaccination or willingness to obtain.
14. A current First Aid Certificate.
15. A current unrestricted NT Driver Licence.
16. Have own reliable vehicle and current comprehensive insurance.
17. Evidence of Australian work rights (current Visa, passport, or birth certificate)

Desirable:

1. Knowledge and understanding of NT Disability Services Act and NDIS legislations.
2. Experience using an online client management system such as CTARS or similar.
3. Experience working with people who have complex requirements including mental health, behavioural or high support needs.
4. Ability and willingness to work in a diverse range of settings including but not limited to home care and other community settings.
5. Undertake compulsory WHS training and other safe working procedures as required.
6. Basic computer skills

OTHER DUTIES:

From time to time there may be duties required by the management of TK Community Care Services of this position that are not listed within the position description within your skills and competencies.

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| Document Controlled by: | People and Culture Unit | |