
JOB TITLE DISABILITY SUPPORT WORKER
DATE 29/09/2022
REPORTS TO **Tess Glen – Managing Director.**

POSITION DESCRIPTION

Position purpose Responsible for the provision of person/ family centred support services that empower people with disability to achieve their potential and live the life they choose, whilst ensuring a person-centred, strength based approach.

Main tasks Core objectives include:

- Provide support to patients with physical and/or intellectual disabilities
- Understand and provide appropriate care to patients with low needs to patients with high needs who demonstrate a range of challenging behaviors
- Assisting with activities relating to daily living, community support, and empowerment
- Work under general guidance from the personal seeking support, and their family, within clearly defined guidelines
- Follow care plans to implement service
- Assist participants to achieve goals
- Provide a person centred, strength based approach

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties • Fulfil other duties as required by management and other department personnel as requested/required

Required qualities • Professional approach
• Ability to work under pressure
• Organisational and time management skills
• Excellent attention to detail

Desired competencies • Analytical thinking
• Initiative
• Tenacity
• Strategic thinking
• Positive approach to change

PERSON SPECIFICATION

Qualifications • Current NDIS Workers Screening Check
• Current First Aid certification and CPR
• Current Working with Children Check
• Current Police Check
• Cert III Individual Support or higher or equal experience

Experience • Relevant sector experience

- Knowledge**
 - Understanding and ability to provide a person-centred approach to care
 - Knowledge of the NDIS sector and goal-based approach
 - Understanding of various experiences of disability
 - Awareness of care support plans and documentation

- Skills & competencies**
 - **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally
 - **Teamwork:** willingness to assist and support others as required and get on with team members
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner

- Personal attributes**
 - Professional approach (essential)
 - Confident manner (essential)
 - Positive approach to change (essential)

- Other**
 - Current Driver's License

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date