



Upper Great Southern Family Support Association Inc

POSITION DESCRIPTION

Position: Support Worker

1. POSITION OBJECTIVES

Objectives of Position

To provide support and encouragement to the individual to develop skills and participate in the community.

To deliver programs to individuals or groups as directed by the Coordinator of the program.

To ensure that activities are conducted within the parameters of each program and to optimise opportunities to achieve outcomes for the individual or group.

Attend to the individual's physical and material well-being and safety, while encouraging independence.

To complete reporting procedures as required.

Within work area

To ensure services are delivered in an integrated and holistic manner.

To ensure that a professional relationship is maintained with family members.

Within organisation

To deliver services and programs within the guidelines for funding type and within the philosophy and policies of Upper Great Southern Family Support Association Inc known as access ability.

1.1 REQUIREMENTS OF THE POSTION

Skills

- Effective communication skills.
- Discretionary skills – confidentiality, objectivity and creativity
- Effective time management skills.
- Ability to work as part of a team. (Must be able to accept and follow directives.)
- Ability to comply with any reporting procedures required by the organisation.
- Ability to remain professional in family and client relationships.

Knowledge

- Knowledge of Disability Service Principles and Standards.
- Knowledge of Social Role Valourisation Principles.
- Willingness to undertake training where required.

1.2 KEY DUTIES/RESPONSIBILITIES

Skills Development

- Incorporate opportunities for skill development into all activities
- Enable the person you are supporting to develop independence by encouraging them at all times to be involved or complete activities themselves
- Ensure the person you support has real choices in all aspects of their daily life.
- Provide opportunities for the person you are supporting to have
 - Functional skills and meaningful activities
 - Relationships with other people
 - Social, community and civic activities
 - Personal development and fulfilment
 - Access to any skill
- Partake in any skill development

Health Care & Safety

- Show due care and diligence in all aspects of supporting the person with a disability;
- Follow all guidelines outlined in the occupational safety and health manual;
- Assist with meal preparation where necessary, adhering to dietary guidelines;
- If necessary accompany person you are supporting to medical appointments, whilst respecting privacy and confidentiality.

Personal Care and Grooming (if required)

- Encourage a high standard of personal hygiene and grooming. Assist with bathing, showering, hair washing and styling, shaving, toileting, cleaning teeth and dressing where necessary. Encourage independence in these areas;
- Encourage and assist with general household chores such as washing clothing and changing and washing bed linen.

Behaviour Management

- To act, at all times, as an ambassador for people with disabilities.
- Encourage behaviours that are likely to increase independence and positive social relationships
- Ensure that perceptions that others have of the person you support are managed in a positive manner
- Follow any behaviour management plans consistently
- Ensure that expectations placed on the person you support are realistic and will not cause anxiety
- Act in a manner that provides positive role modelling for the person that you support in all situations

Records and Reporting

- Follow all reporting and recording requirements of access ability
- Follow service plans as directed by the Program Coordinator.
- Report to the Program Coordinator any matters relating to the daily program of the person you support
- Report to the Program Coordinator any matters relating to the health of the person you are supporting
- To work the hours agreed and to notify Program Coordinator or Executive Officer if, for any reason, these hours cannot be met.
- To supply accurate, legible timesheets with all required areas completed.

- Report to the Executive Officer any concerns or issues relating to conditions of employment
- Attend Staff meetings
- Adhere to Performance Management Plan and be actively involved in development of plan.
- To conform to and implement the Disability Service Standards, as they relate to the service, and act according to the access-ability / UGSFSA Code of Conduct.
- Undertake other duties as required to ensure the smooth operation of the Association.

Maintenance of Routines and Schedules

- Ensure that you are ready to commence any activity or program in good time. Assist the person you support to develop good time keeping skills if appropriate
- Ensure that every effort is made to enable the person you support to attend and participate in the planned activities
- **Give as much notice as possible to the Program Coordinator if you are unable to work due to illness**

Performance Standards

- Provide a high standard of care and attend to duties with skill and competence
- Act in a manner which ensures the safety and well being of the person you support and which respect's their right to privacy, dignity and confidentiality
- Demonstrate a positive and contemporary attitude towards people with a disability
- Abide by the policies and procedures of access ability, including the Staff Code of Conduct and Occupational Safety and Health policies
- Performance will be appraised as part of formal appraisal program
- Attend training sessions as identified by access ability

1.3 ORGANISATIONAL RELATIONSHIPS

4.1 **Responsible to**

Service plan issues - Program Coordinator

Administrative issues – Administrative Assistant / Executive Officer

Police Clearance: Is an essential requirement prior to work being offered.

Working with Children Check: A Working With Children Check will be required if the position requires working with children under the age of 18 years of age.

I have received a copy of this document and have read and understood its content.

Name: _____

Signed _____ **Date** _____

Executive Officer: _____ **Date:** _____

Coordinator to tick if appendix required for additional specific duties