



South Eastern Community Care | SEC Care

Position Description

Disability Community Support Worker

Position Title:	Disability Community Support Worker	Location:	Sorell
Date Effective:	27 April 2017	Review Date:	27 April 2019
Award Agreement:	SEC Care EA	Classification:	HCW
Immediate Supervisor:	Disability Services Manager Health Services Manager	Provides Direction To:	N/A

Function:

1. Work within the Mission Statement, Goal, Policies and Procedures of South Eastern Community Care (SEC Care) to achieve the highest possible standard of care and support.
2. Provide, without discrimination, delegated quality care to the frail aged and younger persons with a disability, to enable clients to live independently in their own homes and communities.
3. Maintain appropriate documentation in accordance with legislative and organisational requirements.
4. Comply with statutory and common law requirements.
5. Partake in the orientation program, performance reviews and ongoing training programs of the organisation.

Primary Tasks

The Disability Community Support Worker is expected to undertake duties within the following areas:

Client Services:

1. Provide assistance with personal hygiene, domestic assistance and activities of daily living in accordance with individual care plans as delegated by the Program Manager.
2. Maintain a professional relationship with all clients.
3. Perform clearly defined tasks and activities within the client's home or community setting.
4. Provide services according to individual client care plans and the Program Manager's direction.
5. Maintain concise written documentation.
6. Report to and liaise with Care Coordinators and Program Managers.
7. Maintain confidentiality regarding all client, carer, SEC Care employee, and volunteer personal and medical information, in accordance with relevant legislation.

Professional:

1. Perform duties in accordance with the Mission Statement, Goal, Policies and Procedures of SEC Care.
2. Work within defined roles and responsibilities.
3. Ensure continued participation in professional self-development, including attendance at staff meetings and training sessions.
4. Participate in ongoing performance appraisal.
5. Work in accordance with statutory and common law requirements.
6. Practice in accordance with identified level of competence.
7. Responsible for maintaining current Workplace Level 2 Senior First Aid Certificate, Drivers' Licence, National Police Record Check and Working with Vulnerable People Register.

Communication:

1. Demonstrate non-judgmental respect, empathy and understanding towards clients, carers and their families.
2. As a member of the health care team, interact and communicate with other team members in the interests of clients.

Organisational/Administration:

1. Perform duties in accordance with weekly worker schedule/s
2. Assist Program Managers to maximise client care in the allocated time frame.
3. Complete concise documentation in accordance with SEC Care Policies and Procedures.

Risk Management:

1. Perform duties within Workplace Health & Safety (WH&S) and Risk Management guidelines.
2. Assist in maintaining a safe workplace.
3. Report and document potential hazards and incidents in accordance with SEC Care policies and procedures.
4. Participate in WH&S and Risk Management training programs.
5. Notify SEC Care of any pre-existing health issues, and any future health issues which may develop during employment with SEC Care, which will impact your ability to perform tasks or duties.

Selection Criteria:

- Knowledge, understanding and experience with people with a physical or intellectual disability.
- The ability to comprehend and respond to care plans and support strategies for people with a physical or intellectual disability.
- Have experience in responding to behaviours of concern that may affect people with a physical or intellectual disability.
- Have experience in the use of assistive devices and hoists.
- Comprehension of SEC Care's vision and associated roles in the community.
- Cert III or IV in Disability Support or Individual Support.
- Hold or be eligible for Working with Vulnerable People registration.

- Satisfactory Police Check and Current First Aid Certificate.
- Hold or is eligible to drive a manual wheelchair accessible vehicle.

Conditions of Employment:

1. A probationary period of three months applies from the date of commencing employment.
2. Continuation of employment is dependent upon satisfactory performance reviews conducted within the three-month probationary period.
3. On completion of probationary period, a performance review will occur every second year or as required.
4. Ongoing current satisfactory police checks, Drivers' Licence, First Aid and Working with Vulnerable People Registration.
5. Availability of (and prepared to use if required) a reliable vehicle for which kilometres will be reimbursed at SEC CARE approved rates. Provide evidence of current 'confirmation of insurance document' from personal motor vehicle insurer, with full comprehensive cover.

South Eastern Community Care is an equal opportunity employer, working in a non-smoking environment. Funding is received from the Australian Government Department of Social Services.

This Position Description is not definitive and is subject to continual improvement and may be amended during the term of employment.

Primary Tasks vary according to need and specific program guidelines

Approved:	CEO:	Signature:		Date:	
Sighted:	Employee:	Signature:		Date:	