

Disability Support Worker

Direct reporting	Lead Support Worker/ Team Leader
Job purpose	To support people with disabilities: encouraging independence and social participation
Personality profile	Enjoys working with people, flexibility, ability to work in a team and independently. Good interpersonal skills; initiative. Commitment to integration and social role valorisation
Specific job skills	Reliability, time management skills, able to communicate effectively and listen to others, positive attitude. Good communicative skills – both written and oral. Acquire training and competencies
Essential requirements	An interest in working in the Disability Services Sector
Desirable requirements	<ul style="list-style-type: none"> • Certificate in Human Services (or equivalent) • Experience in similar role • 'C' class driver's license • Applied First Aid Certificate • Ability to work in a team and autonomously

Key Responsibilities	Frequency
1. Provide direct care support in accordance with individual support plan	O
2. Follow Occupational Safety and Health guidelines	O
3. Communicate and document changes in client status / needs	O
4. Ensure safe operations of equipment and vehicles	WR
5. Assist Team Leader	O
6. Follow Rocky Bay policies and procedures	WR
7. Attend meetings and training	WR
8. Maintain good time management and organisational skills	WR

D - Daily; W - Weekly; M - Monthly; R - Regularly; WR - When Required; O – Ongoing

Key Responsibilities		Comment
1.	<ul style="list-style-type: none"> • Assist clients with personal care (e.g. showering; toileting) as per individual support plans following prescribed handling and management • Provide meal support as per individual support plan following prescribed meal time management • Respect choice and individual needs of all clients and ensure dignity is upheld. • Assist with medication and treatment as directed or delegated by the Clinical Registered Nurse and in accordance with Rocky Bay policies • Complete light household duties as per individual support plan and/or as directed by relevant line manager 	
2.	<ul style="list-style-type: none"> • Ensure duties are carried out in accordance with OSH guidelines • Report any OSH issues/hazards relating to equipment, vehicles and facilities to management • Assume responsibility for following safe and appropriate operation of equipment and vehicles • Transport clients safely to and from program/venues as required; taking client choice into consideration • Assist members with chosen activity and provide support where required 	
3.	<ul style="list-style-type: none"> • Communicate and document change in client status/needs to relevant line manager/appropriate stakeholders • Report any increase in assistance with personal care • Report any concerns that may compromise Rocky Bay's duty of care as per policy and procedures 	
4.	<ul style="list-style-type: none"> • Encourage and assist clients to pursue their own individual interest and friendships and to exercise choice, initiative and appropriate self-expression • Respond to all changes in a timely manner • Participate in ongoing development of the program/department • Perform duties as delegated by your direct supervisor/manager 	
5.	<ul style="list-style-type: none"> • Perform duties in accordance with Rocky Bay policy and procedures in an appropriate manner with professionalism, integrity and honesty • Respect confidentiality of fellow staff members and clients • Maintain an understanding of the Disability Service Commission standards and act in accordance with the 9 standards 	
6.	<ul style="list-style-type: none"> • Follow guidelines as set out in Rocky Bay policies and procedures 	
7.	<ul style="list-style-type: none"> • Attend staff and team meetings, in-services and workshops as required by line manager • Attend training as required to keep support skills current 	

Key Responsibilities <i>continued</i>		Comment
8.	<ul style="list-style-type: none"> • Practice good time management as it is essential for the smooth running of the service and team work • Notify relevant line manager of any leave of absence in a timely manner 	

Reviewed, approved and confirmed that the details of this job description are an accurate statement of the duties, responsibilities and requirements of this position

Frances Buchanan, Director Client Services

April 2010

In accepting a position with Rocky Bay, the employee confirms they have noted the statement of duties, responsibilities and other requirements as detailed in this job description