

## LIFE'S FOR LIVING INC.

### POSITION DESCRIPTION

**POSITION TITLE:** Support Worker

**CLASSIFICATION:** Disability Services Award – Level 1  
Life's for Living Enterprise Agreement

**RESPONSIBLE TO:** Executive Manager

**PROGRAM:**

---

*This position description is for people who have little or no experience and no qualifications in the disability sector.*

---

#### **1. Summary of the broad purpose of the position**

---

To provide a positive and supportive environment for people with a disability that facilitates personal growth and development and which reflects an individual's cultural and spiritual diversity.

To provide opportunities that enables an individual to reach their own potential as a valued member of their community.

---

#### **2. Accountability and Reporting/Working Relationships**

---

Responsible to the Executive Manager

---

#### **3. Special Conditions**

---

- 3.1 Must be willing to work over a 7 day roster, including weekends, evenings and overnight (if applicable)
- 3.2 Appointment to the position is subject to satisfactory National Police Clearance and pre-employment screening
- 3.3 Current Senior First Aid Certificate
- 3.4 Current South Australian Drivers Licence
- 3.5 Access to own roadworthy vehicle with appropriate insurance when Life's for Living vehicle not available

---

## **4. Principal Outcomes / Activities**

---

With support and supervision of Team Leader, Coordinator and Executive Manager:

### **4.1 Ensure that work practices are consistent with:**

- The philosophy, policies and procedures of Life's for Living, which holds people with disability as valued members of their community
- The National Standards for Disability Services
- The legal and ethical requirements of service delivery including Duty of Care

### **4.2 Implement strategies designed to meet client identified goals, which may include:**

- Teaching and assisting clients with self-help skills ie. personal care
- Teaching, supporting and role-modelling of appropriate social skills
- Assisting clients in a range of household chores, budgeting and banking, shopping, attending appointments and recreational and social activities
- Facilitating the access of clients to community services
- Communicating and documenting issues relating to individual clients
- Participating in the assessment, planning and evaluation of client needs and programs
- Participating in planning meetings and house meetings
- Assisting with specific interventions such as public transport training, cooking, shopping and personal care
- Implementing behaviour support strategies and plans, and teaching of behaviour self-control options
- Providing support in establishing community and social networks for the individual
- Providing support and encouraging the clients in developing a home which reflects their individuality
- Maintaining a positive commitment to clients by assisting them to achieve their personal goals

### **4.3 Liaise with and provide support and information as indicated to the client's family by:**

- Following up questions or queries from family members promptly and in a professional manner
- Obtaining advice and instruction from client or management before sharing any information with the individual's family

**4.4 Support and assist the client(s) to maintain their home in a manner that reflects their value as a member of their community by performing household duties which may include:**

- Preparing meals
- General house cleaning, interior and exterior
- Gardening
- Laundry, mending and ironing
- Ensuring the maintenance of adequate household supplies, replacing as required
- Assisting clients to maintain health, safety and welfare of pets
- Assisting with garden maintenance
- Assist in reporting maintenance / repair requirements to the landlord
- With other team members, devise a roster to ensure the regular cleaning, maintenance and attendance to more complex cleaning tasks such as:
  - Ovens, refrigerators/freezers
  - Heating and air-conditioning systems
  - Exhaust fans

**4.5 Financial Records**

Where financial/budget protocols are in place -

- Ensure accurate recording of household income and expenditure which complies with each individual household budget protocol
- Ensure that household monies are kept in a safe and secure manner and balance financial records weekly
- Report any discrepancies in record as soon as practicable
- Maintain safety and security of clients monies and assist client to spend their money in a manner consistent with individual budget protocol and duty of care
- Any irregularities in the use of client monies is to be reported to the Executive Manager

**4.6 Contribute to enhancing Life's for Living's systems and procedures by:**

- Documenting client contact, information and financial records in accordance with Life's for Living policies and procedures
- Ensuring client confidentiality through appropriate communication and record keeping requirements
- Participating positively in the staff performance enhancement systems
- Participating positively in staff meetings, planning sessions and training programs
- Identifying areas for further development and training

#### **4.7 Contribute to the organisational development of Life's for Living by:**

- Delivering quality services that are consistent with the Disabilities Services Act and the principles, standards and service philosophy of Life's for Living
- Participating in organisational and personal development including participation in training
- Providing ongoing evaluation and feedback on the quality service delivery which contributes to the continuous improvement process
- Contributing to the development of organisational culture that is supportive of change to better meet the goals of clients and the organisation
- Carrying out duties and operations ethically, fairly and within statutory, legal and contractual requirements
- Ensuring that all policies, procedures and delegations are fully understood, implemented and complies with in accordance with Life's for Living guidelines

#### **4.8 Occupational Health and Safety**

- Comply with all Occupational Health & Safety policies
- Follow directions and report all Occupational Health & Safety matters to the Client Services Coordinator or Occupational Health & Safety Committee
- Protect personal health and safety whilst at work
- Take necessary precautions to avoid compromising the health or safety of others
- Use any equipment provided for health and safety purposes
- Obey any reasonable instruction that has been given in relation to health and safety at work
- Exercise a Duty of Care in providing services to clients

Report any unresolved concerns or problems, including inter-staff conflicts to the Executive Manager

*Life's for Living operates a variety of programs across a number of regions. From time to time opportunities may be provided to move across one or more of these regions.*

## **PERSON SPECIFICATION**

---

### **Essential Minimum Requirements**

---

---

### **Educational/Vocational Qualifications**

---

Must be willing to undertake Life's for Living Traineeship

---

### **Personal Abilities/Aptitudes/Skills**

---

- Positive attitude to people with a disability
- Ability to communicate with persons who have a disability and their families
- Demonstrate empathy and understanding of persons with a disability and their families
- Ability to perform tasks of personal care and practical support
- Ability to promote community awareness and positive image of people with disabilities
- Commitment to the welfare, rights and personal development of people with a disability
- Ability to model socially appropriate and valued behaviours and practices
- Ability to maintain high personal standards in respect of appearance, presentation and behaviour
- Ability to use initiative
- Self motivated and self directed learning
- Flexibility
- Creative approach to problem solving
- Attendance and participation at regular team meetings and training events

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.

In signing this document I confirm that I have read, understood and acknowledge the Position Description and Person Specification for the position of Support Worker and agree to operate within its bounds.

Approved by: ..... / /

Present Occupant: ..... / /

**Office use only**

Personnel file

Job description file