

# LIFE'S FOR LIVING INC.

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Support Worker
<b>CLASSIFICATION LEVEL:</b>	Disabilities Services Award – Level 2
<b>RESPONSIBLE TO:</b>	Chief Executive Officer

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### POSITION OBJECTIVES:

To provide a positive and supportive environment for people with an intellectual disability that facilitates personal growth and development within individual's cultural and spiritual context.

To provide opportunities that enable individuals to reach their own potential as valued members of their community.

### QUALIFICATIONS/TRAINING

- Certificate III in Community Services (Disability Work) or equivalent.

### MANDATORY REQUIREMENTS

- Must be prepared to work over a 7 day roster, including weekends and evenings and overnight.
- Police Check
- Current South Australian Driver Licence
- Access to own road worthy vehicle with 3<sup>rd</sup> Party Property Insurance when organisational vehicle unavailable.
- Individuals whose current qualifications do not meet all the requirements of the Certificate 3 Community Services (Disability Work) will be required to commence this course.

### DESIRABLE REQUIREMENTS

- Signing skills (AUSLAN, signed English) if required by client
- Ability to use and adapt to a variety of assistive aids, i.e. Hearing Aids, TTY if required by the client.

### REQUIREMENTS OF THE POSITION:

#### Skills/Abilities/Aptitudes

- Ability to work independently and as part of a team
- Positive attitude to people with a disability
- Communicate with persons who have a disability and their families
- Demonstrate empathy and understanding of persons with a disability and their families
- Promote community awareness and a positive image of people with disabilities
- Use initiative
- Self-motivation and self-directed learning
- Flexibility
- Commitment to the welfare, rights and personal development of people with a disability
- Creative approach to problem solving

### DUTIES

#### In consultation with Client Services Manager and CEO

1. Adherence to the philosophy, policies and practices of the organisation
2. Ensure that work practices are consistent with:

- the philosophy, policies and procedures of the organisation
  - the National Standards for Disability Services
  - the legal requirements of service delivery including Duty of Care
  - the SRV principles
  - the ethical considerations of service delivery systems
3. **Support and encourage the individuals in developing a home which reflects their individuality.**
  4. **Maintain a positive commitment to individuals by assisting them to achieve their personal goals**
  5. **Implement strategies designed to meet the goals of the client's personal support plan.**
    - teaching and assisting individuals with self-help skills ie. personal care
    - teaching and assisting individuals in maintenance of their living environment
    - teaching, supporting and role-modelling of appropriate social skills
    - implementation of behaviour management strategies and teaching of behaviour self-control options.
    - conducting observations as advised which are necessary for individual program development.
    - support in establishing community and social networks for the individual
    - supporting, planning, encouraging and teaching of those required skills to enable participation in recreational and leisure activities.
    - storage and administration of individually prepared routine medication as per The Handling and Administration of Medication Policy.
    - administration of PRN (when necessary) medication **only** following instruction from the Client Services Manager.
  6. **Promote appropriate conduct by the modelling of socially appropriate and valued behaviours and practices**
  7. **Maintain high personal standards in respect of personal appearance, presentation and social behaviour.**
  8. **Liase with and provide support and information as indicated to the individual's family:**
    - follow up questions or queries from family members promptly and in a professional manner.
    - obtain advice and instruction from individual or management before sharing any information with the individual's family.
  9. **Liaison and co-operation with other team members in meeting objectives for individuals:**
    - attendance and participation at regular team meetings
    - in co-operation with Client Services Manager, take part in regular personal support plans for client
    - maintain records for clients and the general service in a manner which ensures that communication is efficient and effective
    - adopt personal behaviours which encourage information sharing and a supportive team environment
    - in consultation with Client Services Manager arrange for medical, dental or other services for the client.

#### **10. Perform domestic duties as required including:**

- preparing meals
  - general house cleaning, interior and exterior
  - gardening
  - laundry, mending and sundry shopping
  - ensure the maintenance of adequate household supplies, replacing as required
  - assist individuals to maintain health, safety and welfare of pets
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- in consultation with other team members devise a roster to ensure the regular cleaning, maintenance and attendance to:
    - ovens
    - windows
    - curtains/blinds
    - heating and airconditioning systems
    - exhaust fans
    - cleaning of refrigerators/freezers
    - household cupboards
    - client clothing and effects
    - regular checks of first-aid kit contents
    - regular checks of the use-by date of any topical medications
    - regular checks of the use-by date of pain relief preparations

#### **11. Maintenance of the house internally and externally in a good state of repair:**

- report maintenance/repair requirements to landlord
- ensure regular watering of gardens
- ensure weekly garbage collection

#### **12. FINANCIAL RECORDS**

- 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 CEO

#### **13. OCCUPATIONAL HEALTH & SAFETY**

- Comply with all Occupational Health & Safety policies.
- Follow directions and report all O.H.& Safety matters to the Client Services Manager or O.H.& 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 Chief Executive Officer**