



eQuality Support

Position Description

Disability Support Worker

POSITION TITLE:	DISABILITY SUPPORT WORKER
CLASSIFICATION:	Casual, Part-Time or Full Time
REPORTS TO:	Direct Manager
KEY RELATIONSHIPS:	Team Leader, Operations & Supports Manager, Care Coordinator, clients, and their families
EFFECTIVE DATE:	September 20
APPROVED BY:	Mark vanHamond, Director, eQuality Support

Position Summary:

This position is responsible for providing high quality, professional and individualised Person-Centred Active Support (PCAS) to eQuality Support clients.

Key Responsibilities:

1. Provide a high level of physical assistance to eQuality Support clients including all aspects of manual handling, lifting, bending, stretching and physical transfer of clients.
2. Provide assistance with toileting, showering, meal assistance, medication, grooming, dressing, household duties, and other tasks as required.
3. Provide assistance with daily planning, advocacy, communication and transport as required by the service or the people we support in both the client home and within the community.
4. Assistance clients to access and purchase items with their own money in accordance with the eQuality Support Money Handling Policy.
5. Demonstrate respect and develop professional relationships with eQuality Support clients, fellow employees, and other related services/people, using appropriate terminology and creating a safe and comfortable environment at all times.
6. Read and update house diaries, communication books and customer client files as required.
7. Complete all administrative tasks required to ensure compliance in line with eQuality Support procedures.
8. Ensure timesheets are completed at the start/finish of your shift.

9. Ensure that eQuality Support complies with its legal requirements and strives for best practise in the provision of a safe workplace for all.
10. Ensure a safe, clean, tidy and hygienic work environment in accordance to OH&S requirements and ensure all entries and exits are clear from obstructions.
11. Demonstrate and participate in evacuation procedures.
12. Participate in risk assessments and maintenance of areas and report safety concerns to the eQuality Support Operations & Supports Manager.
13. Report all incidents, near misses, equipment repair requirements and illnesses to the eQuality Support Operations & Supports Manager.
14. Identify and address and OH&S issues that arise whilst supporting clients in the community.
15. Adhere eQuality Support's core strategies for reducing or eliminating restrictive practices and to uphold the human rights of people with disability in line with the UN Convention on the Rights of Persons with Disabilities.

Key Capabilities:

Knowledge, Qualifications & Experience

Essential:

- Minimum Certificate 3 Qualification in relevant area e.g. Disability, Community Services or Aged Care (individuals studying health services ie. Nursing, Physiotherapy, Occupational Therapy will also be considered).
- Current First Aid Certificate with CPR.
- Current State/Territory driver's license and own reliable transport.
- Current Working with Children Check.
- Current Police Check (within 12months validity)
- Current Disability Worker Exclusion Scheme (DWES) clearance.
- Satisfaction of all requirements for working in Australia.

Desirable:

- Disability, Management, Nursing or Allied Health related qualifications.
- Experience working in a community, residential and/or rehabilitation environment.
- Experience with high needs clients.
- Awareness of relevant legislation (e.g. Disability Act 2006, the DHHS and ISO Standards).

Skills & Attributes

- A genuine interest in the well-being and inclusion of people with disability
- Effective written communication skills.
- Ability to perform all physical aspects of the role without causing injury to themselves or others.
- Effective verbal communication skills and demonstrated flexibility in methods of communication, particularly active listening.

- Ability to communicate effectively with all members of society and actively participate in building an inclusive environment for all.
- Demonstrated ability to problem solve and use initiative.
- Demonstrated capacity to collaborate as part of a diverse team and also work autonomously.
- Ongoing commitment to confidentiality, duty of care and a solid work ethic.
- Flexibility and availability to work some overnight, sleepover and morning shifts.

NOTE: Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.