



Access to Care – Disability Support Worker

Position Description

Disability Support Worker

General Information	
Position Title	Disability Support Worker
Reports to	NDIS Coordinator
Employment Type	Casual
Remuneration	Based on SCHADS awards
Location	Different locations

Position Overview:

- To look after the physical, emotional, cultural and social needs of the participants using a person centred approach
- To observe and promote the participants' choice, independence, dignity, privacy, fulfilment and other rights
- To create and maintain good professional relationships with participants, their family, friends and other stakeholders
- To actively support other Support Workers
- To adhere to all regulatory and statutory obligations and Access to Care policies, procedures and guidelines
- To actively market Access to Care and promote a positive, personal and professional profile, ensuring the good reputation of Access to Care at all times

Roles and Responsibilities:

Care provision

- To provide personal care and support to participants with a wide range of needs, illnesses and disabilities
- To know and understand the care and support of the participant
- To undertake the tasks detailed in the participants' Care Plan using a person centred approach and in the least intrusive way
- To encourage the independence and motivation of the participants and not foster dependent behaviour
- To provide input into the care and participants plans of participants by regularly feeding back to the Disability Services Coordinator/Support Coordinator
- To assist participants to wash, bath and shower
- To assist participants to dress and undress



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- To assist participants to look after their skin, teeth, hair and nails
- To assist participants with toileting, continence management and personal hygiene
- To prepare food and drink for the participants, being aware of the participants' choice, likes/dislikes, nutritional needs and cultural requirements
- To provide light general household domestic duties, including housework and laundry, as detailed in the Care Plan or instructed by Disability Services Coordinator
- To use manual handling equipment safely and correctly
- To take responsibility for the safe handling of property and equipment belonging to the participants
- To maintain good communication and develop effective working relationships with participants
- To provide companionship to the participant, actively talking and listening to them about their interests
- To help the participants to maintain contact with their family and friends
- To accompany the participants on trips into the community
- To ensure as safe as possible the living environment for the participants, whilst respecting the participants' choice and rights

General

- To dress appropriately and use personal protective equipment provided by ACCESS TO CARE
- To seek out best practice and look at innovative ways to improve the quality and efficiency of service delivery
- To maintain effective communication and provide regular written participants progress reports to Disability Services Coordinator.
- To attend and participate in regular Support Worker meetings and any other relevant meetings
- To attend in house and external training pertinent to the role of Support Worker
- To ensure completed fortnightly timesheets are submitted to the Administration/Rostering on time
- To observe all work, health & safety rules and take reasonable care to promote work health and safety of self and others and raise any concerns to the Disability Services Coordinator
- To aim to ensure everyone has equal treatment and equal access to services and employment
- Any other duties requested by Management, which are within the scope of the position



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Essential Criteria:

- Min Cert III qualifications in Aged care, Individual support, Disability, community services, mental health or a relevant field
- Demonstrated experience working in the Disability/Aged Care field
- Experience or ability to perform personal care work/household duties/social and community participation activities
- Fluency in a second language other than English will be an advantage
- Drivers License, car and comprehensive car insurance
- Use of mobile phone and email correspondence
- Current Police and Working with Children Check
- First Aid Certificate

Acknowledgement:

I acknowledge that I have read and understood the key performance areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.

(Only to be signed by the successful candidate)

Employee name	
Signature	
Date	