

Position Description

POSITION DETAILS

Position Title	Support Worker
Classification	Ability Care Ltd Greenfield Agreement - Level
Accountable to:	Program Manager, Ability Care Ltd
Positions reporting to this position	n/a

PURPOSE OF THE POSITION

The primary purpose of this position is to provide high quality services to clients and their families/carers. The primary function of the Support Worker is to support people with a disability to achieve their individual goals and objectives in accordance with their Individual Care Plan. In addition, Support Workers must meet the individual needs of people with a disability, for the purpose of improving the quality of life through enhancing and maintaining daily living skills, social image and assisting with their physical well-being. Also Support Workers, support people with a disability to integrate into the wider community.

This position must adhere to the following:

- Work within Ability Care Ltd's Vision, Mission and Values.
- Assist in the positive promotion of the Mission and services in all contacts with the community and stakeholders.
- Assist in the dissemination of Ability Care Ltd's message to the broader community, to enhance the community's understanding and inclusion of people with a disability
- Participate in building a team of high quality staff and volunteers
- Act in accordance with Ability Care Ltd policies and procedures at all times.

OUR COMMITMENT

Ability Care Ltd is committed to the ongoing support and development of people with a disability. Our programs enhance, teach and strengthen the capacity of a person with a disability to enable individuals to reach their potential and live the life they want.

Ability Care Ltd achieves these aims through the following: Post School Services, Day Respite, Kids Respite, Adult Enhancement Respite, Vacation Care Respite, Adult Lifestyle Support, Family Support Programs, Accommodation Services, Emergency and Crisis Support Program and Host Families.

ATTRIBUTES REQUIRED FOR THIS POSITION

- Passion and commitment to client service and improving quality of life for people with disabilities
- Ability to communicate and relate to people with disabilities and their families
- Demonstrated ability in exercising initiative, time management and working independently
- Demonstrated knowledge of the Disability Standards and how they relate to every day service provision
- Good interpersonal and written/verbal communication skills
- Ability to work collaboratively within a team environment

RESPONSIBILITIES

Key Responsibilities

- To ensure quality service to clients' and their families.
- To contribute to the implementation of the Mission, Values and Vision of Ability Care Ltd.
- To assist clients in activities of daily living, personal care, social activities, community access through the implementation on individual care plans, programs that are age appropriate and relevant to individual goals.
- To ensure all Ability Care policies and procedures are adhered to.
- To ensure services are provided to comply with the principles and objectives of the Disability Services Act (QLD)2006 and Disability Services Queensland's Disability Service Standards.
- To demonstrate respect, understanding and client dignity.
- Conform with the duty of care requirements ensuring work place health and safety requirements are adhered to
- Must not misuse items or facilities provided in the interest of safety and health
- To demonstrate confidentiality in all matters relating to services provided to clients and service information generally.
- To play an active role in the planning, design implementation and evaluation of daily programs.
- To update client files and document evaluations on a daily basis.
- Assist clients to take medications and maintain client medication folders.
- Attend staff meetings and training sessions as required.
- Ensure senior First Aid Certificate and CPR is current.

Duties

- Support clients to be as independent as possible, by encouraging individuals in a positive manner to make choices and participate in decisions about their daily lives.
- Assist clients to develop, maintain and increase personal, community and social relationships.
- Assist clients to develop and/ or maintain increased skills for daily living e.g. Personal care, social skills, living skills, health and well-being.
- Develop work experience networks and assist clients attending to comply with work place policy and procedures and positive work ethics.
- Follow the client's case plan and report changes to case manager/coordinator.
- Develop, implement, and evaluate client's daily programs in conjunction with their Individual Personal Plan.
- Assist clients with health and hygiene needs.
- Ensure confidentiality of information and security of all personal property of clients and the organization.
- Accurately record in daily communication books, client files and medication folders.
- Assist clients with medication.
- Attend staff meetings and staff training sessions as required.

SELECTION CRITERIA	
1. Qualifications	Certificate III in Disability Work or relevant experience.
2. Knowledge/Experience	Ability to provide personal care and support to clients. Ability to encourage independence and improve quality of life. Demonstrated experience following Individual Personal Plans and reporting as required.
3. Values	Demonstrated commitment to achieving positive outcomes for people with a disability using a valuing and strengths based approach
4. Time Management/Initiative	Demonstrated ability in exercising initiative, time management and working independently.
5. Communication	Demonstrated excellent interpersonal skills and communication skills both written and oral to effectively communicate with staff and clients and their families/carers. Ability to complete basic level written reports including incident reports
6. Team Work	Demonstrated ability to work within a team environment
6. Other Requirements	Disability Services Criminal History Check (Yellow Card)/Blue Card Ability to work in Australia Drivers Licence (Qld)

AGREEMENT			
Signature			
Name		Date	