**POSITION DESCRIPTION – Disability Support Worker - Casual**

**CORPS/CENTRE/DEPT:** Youthlink  **DIVISION:** Greater West

**REPORTS TO:** Youthlink Manager **DIRECT REPORTS:** Nil

**POSITION PURPOSE & DESCRIPTION:**  Responsible for monitoring and care for the low to high needs of young people who have disabilities while they are on program. Community inclusion, independence, decision making and personal choice should be promoted through these supports, with a focus on individual needs.

**MISSION STATEMENT:** The Salvation Army – Youthlink seeks to provide the best possible services and support to enhance the lives of people with disabilities and their families. Youthlink is committed to efficient and effective services which are individualized, responsive and delivered within a framework of respect for human rights.

**AUTHORITY:** as advised

**CLASSIFICATION:** SCHADS L2.2-38H **SOCIAL/GENERAL:** Social

**STATUS:**  Casual

| **MAIN ACCOUNTABILITIES** | **PERFORMANCE MEASURES** |
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| **Program participation**  Duties   * Working co-operatively as part of the Skills 4 Life staff team. * Programs are run smoothly and efficiently with diligent attention to safety and duty of care. * Appropriate role modeling for young people. * Willingness and physical fitness to participate in physical activities in the outdoors including canoeing, bush walking, high ropes and more * Assisting young people with instruction and encouraged to participate in and complete all activities. * Young people are assisted to reflect on activities learning things about themselves and developing important life skills. * Young people are challenged through the activities to try new things and to develop new ways working with and relating to others. * Young people report having a positive experience in relation to program activities. | * High level of communication with team members throughout program * Following safe working procedure when on program |
| **Client Interaction**  Duties   * Support clients to participate in age appropriate activities and tasks including employment, in home support and community access. Support clients to access activities and outings in the community. * Provide direct care assistance to each client in accordance with their service plan and as directed by the manager. * Work in accordance with the medication administration policy, work health and safety procedures and client right’s policies including privacy and confidentiality. * Monitor the safety and well-being of the clients and report any concerns to the manager. * Provide 1:1 or small group training and support in response to individual client needs. * Ensure completion of appropriate documentation. Relevant information on support provided is to be recorded in client notes and communication book as required. | * Clients receive appropriate levels of support essential to promote and maintain independence and participate in age appropriate activities. * All clients receive a high level of care and support as per their Lifestyle Service Plan (LSP). * Personal care is provided to clients in a caring and supportive way. * Documented evidence demonstrates that service procedures are followed. * All policies and procedures are followed |
| **OPERATIONAL**  Duties   * Participate in the Lifestyle Service Planning process for individual clients and monitor outcomes. * Work with clients, family/ carers, relevant case managers and other professionals to support the client’s individual goals. * In conjunction with other members of staff assist in developing, implementing and evaluating training and behaviour programs to attain identified individual goals. * Ensure that all programming undertaken is appropriately maintained, documented and reviewed. * Assume the role of key worker for designated clients, including the preparation of a monthly report on client progress. | * Records demonstrate that clients have received correct medical and dietary intakes as prescribed by medical practitioners and as per TDT policy and procedures. * Client files are updated and reviewed and health care and behaviour support plans are in place as required. * Documentation of annual Lifestyle Service Plans and reviews are sighted by the Manager. * Client issues reported during staff meetings. |
| **Staff/Team**  Duties   * Liaise extensively with other staff to ensure the overall smooth and consistent running of the service. * Report regularly to the Manager * Actively contribute to a team environment through open communication, participation in regular staff meetings * Provide back up and support to other staff as necessary. * Participate in Performance Development meetings to identify ongoing training and support opportunities. * Notify Youthlink if you are unable to work your rostered shifts, with as much notice as possible. * Contribute to continued performance improvement of the services provided. | * Daily documentation completed when required (ie diaries and daily statistics). * High level of communication with the Manager is maintained including advising of any potential risks to clients or the organisation. * Induction, WHS, Manual Handling, Medication and Infection Control training are undertaken on commencement. * Other training is undertaken as required. * Documentation is completed and maintained as per procedures. * Sufficient notice is provided for all rostered shifts you become unable to work. * The Employee Code of Conduct is adhered to. |
| **Workplace Health & Safety**  Duties   * To meet Workplace Health and Safety obligations in line with TSA Policy & Procedures and relevant legislation. * Participate in staff consultation processes around Work Health and Safety Policy and relevant specific work practices. * Undertake compulsory WHS training * Ensure all hazards are Manual handling (including use of hoists and positioning) * Infection control * Administration of Medication * Other safe working procedures as required. * Complete training and undertake competency based checks prior to working with clients assessed as having high support needs related to challenging behaviors and personal care needs. * Be vigilant in monitoring individual work practices and report any concerns with respect to health and safety immediately to Youthlink * Notify the Manager or immediately in the event of equipment failure. Do not undertake any lifting against directions. * Report all hazards to supervisor promptly on appropriate form. * Report all injuries promptly. * Carry out all duties with diligence and due care for personal safety and the safety of others. * Ensure the safe usage of the equipment | * All WHS instruction and procedures are followed * Complete all compulsory training and submit all induction paperwork to Human Resources before commencement of active shifts. * Induction, WHS, Manual Handling, Medication and Infection Control training are undertaken on commencement. * Other training is undertaken as required. |
| **Administration**  Duties   * Maintain documentation, records and reports. * Assist with data collection when required. * Provide services within program budget. | * Timeliness and accuracy of reporting * Expenditure is necessary and within budget constraints * Evidence is demonstrated of a professional, timely and friendly response to queries/information requests |
| **Corporate Responsibilities**  Duties   * Display a commitment to the Mission, Vision and Values of The Salvation Army * Have a commitment to team work and contribute to the team and organizational performance. * Ensure that the Disability Code of Conduct is adhered to at all times. * Ensure that all policies, procedures and work practices are adhered to at all times | * Adapts to changing circumstances and being able to prioritise work. Client focused and person centered. * Demonstrates a commitment to social justice and inclusion and valuing difference and diversity. High standard of personal integrity. * Ability to collaborate with others to achieve common goals |

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| **ESSENTIAL REQUIREMENTS & QUALIFICATIONS:** | * Certificate III or IV in Disability * Genuine desire to provide the best quality support for people with disabilities * Reliable character * Willing to participate in activities in the outdoors with young people * Well-developed communication and interpersonal skills including the ability to work and communicate effectively with clients, their families, community agencies and other professionals * Ability to work in a very busy environment and to work both independently and as a part of a team * Understanding of privacy and confidentiality issues * Valid Driver’s License * A cleared Working with Children Check or willing to obtain * Willing to obtain National Criminal Record Clearance |
| **DESIRABLE REQUIREMENTS & QUALIFICATIONS:** | * Current First Aid Certificate |
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KEY RELATIONSHIPS/INTERACTIONS:

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| **Relationship with:** | **Why:** |
| Youthlink Manager | Accountable, providing reports and feedback on a regular basis |
| Skills 4 Life Staff | Support as required |
| Business Administrator | Support and consultation as required |

We have carefully reviewed the Position Description and are satisfied that it fully and accurately describes the requirements of the position.

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read this document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that:-

* This Position Description details the accountabilities of the role and provides an indication of the current duties and task that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role.
* The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be assessed against these measures.

**Employee:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_