

## Rubix Support

With over 30 years of experience in the disability sector within government and community organisations, Rubix Support is passionate about supporting people with cognitive impairments lead the life they want to live and to achieve their goals and aspirations.

### Mission

Rubix Support's Mission is to improve the personal wellbeing of people with cognitive impairments with complex support needs through specialised, coordinated assessments and support; and to provide extensive training and support to its empathetic, experienced and energetic staff.

### Vision

Our Vision is to be a leader in the provision of evidence-based, practical, individualised behaviour assessment and support for people with intellectual impairments with complex support needs.

### Our Values

Inclusiveness | Respect | Responsiveness | Trust | Quality

## Disability Support Worker (Casual)

### Job description

#### Our staff

Rubix Support seeks to engage energetic disability support workers who are committed to supporting people with disabilities working towards achieving their lifestyle choices. Providing support aimed at maximising the living, employment, social and recreational skills of participants, with a focus on promoting independence, community participation, lifestyle choices and self-advocacy.

#### Accountabilities

1. Familiarise themselves with participants' needs, support plans, preferences, goals, interests and respond to the participants, their families and collaborate positively with others in their lives.
2. Implement a range of participant's support plans.
3. Provide information, feedback and reports, including recording charts and completing routine daily records or progress notes
4. Work well with support team and stakeholders and provide information on progress relating to participant's needs.

5. Keep accurate and complete records of your work activities in accordance with legislative requirements and the organisation records, information security and privacy policies and requirements.
6. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the organisation's occupational health and safety (OHS) policies and procedures.
7. Utilise well-developed communication skills to identify participant needs, liaise with management, other service providers, stakeholders and significant others.
8. Administer medication treatments and therapies according to prescribed protocols if trained or otherwise, seek appropriate medical assistance
9. Actively contribute to a team environment through open communication, showing respect and valuing other.
10. Calm and adaptable to changing circumstances, utilises personal skills and support to manage difficult situations and able to prioritise work.
11. Person centered and committed to enrich and improve the lives and self-advocacy of people with intellectual impairment.
12. Commitment to social justice and inclusion and valuing difference and diversity.
13. High standard of personal integrity and commitment to the organisational values
14. Able to work independently and make calculated decisions based on training and knowledge and being accountable
15. Value and enjoy team work and ability to collaborate with others to achieve common goals.

### Personal Qualities

1. Calm and adaptable to changing circumstances, utilises personal skills and support to manage difficult situations and able to prioritise work.
2. Person centered and committed to enrich and improve the lives and self-advocacy of people with intellectual impairment.
3. Commitment to social justice and inclusion and valuing difference and diversity.
4. High standard of personal integrity and commitment to the organisational values
5. Able to work independently and make calculated decisions based on training and knowledge and being accountable
6. Value and enjoy teamwork and ability to collaborate with others to achieve common goals.

### Work Health and Safety

1. Undertake all your work with consideration to personal health and safety requirements and that of others.
2. Report all hazards and/or injuries promptly on appropriate form.
3. Carry out all duties with diligence and due care for personal safety and the safety of others.

### Safety Screening

- A current police check (less than six months).
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration website [www.immi.gov.au](http://www.immi.gov.au) and can be searched for under the phrase, 'penal clearance certificate.'
- Safety screening will include checking whether your name is on the Disability Worker Exclusion Scheme list (DWES) maintained by the Disability Worker Exclusion Scheme Unit (DWESU). The DWES includes names of persons unsuitable for employment as a disability support worker. A DWES form will be provided to applicants to complete at the time of their interview.

### Training Requirement

- A current Level 2 First Aid and CPR Certificate is required.
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment. Currency will need to be maintained by the employee for the period of employment.
- Successful completion of the NDIA's Worker Orientation Module 'Quality, Safety and You' (<https://www.ndiscommission.gov.au/workers/training-course>). Applicants will need to provide this NDIA generated Certificate prior to commencement.
- A driver's license is highly desirable as some shifts may require you to drive participants to activities and other locations.
- Assisting with administration of medication and manual handling training, Currency will need to be maintained by the employee for the period of employment.

### Employment Conditions

- Successful applicants will be employed in a Casual capacity
- Rubix Support employs Disability Support Workers under the *Social, Community, Home Care and Disability Services Industry Award 2010* (SCHADS).