



Position Description

Position Title:	Disability Support Worker
Reports to:	Disability Supports Manager (DSM)
Other relationships:	Key Worker
Employment Type:	Casual and Permanent
Direct Reports:	Nil
Location:	Hunter Region and Western Sydney Region
Award:	SCHADS (MA000100)

Primary Objectives

Disability Support Workers are primarily responsible for the daily care, safety, welfare and development of NDIS participants. This could include performing basic hygiene tasks, such as bathing and brushing teeth, and daily living tasks such as cooking, cleaning, and doing laundry. Supporting participants to access the community and attend appointments is also a key requirement of this role.

Area of Accountability – Participant Services (Goals) KPI	Measure
<ol style="list-style-type: none"> 1. Ability to operate within a human rights framework 2. Supports participants to work towards achieving nominated goals 	<ol style="list-style-type: none"> 1. Use of language and actions to empower participants to participate in decisions related to their life 2. Demonstrate an understanding of how activities align to goals (using the Service Delivery Plan) & ability to capture relevant information in daily logs (Flow Logic)
Area of Accountability – Participant Services (Clinical) KPI	Measure
<ol style="list-style-type: none"> 3. Demonstrated ability to understand and implement the ARC + C framework 4. Attunement to the participant 5. Understand and adhere to NDIS Code of Conduct, NDIS Act 2013 and Disability Standards; manage & report participant incidents 6. Utilise strategies in the behaviour support plan and, if applicable, shared house BIS Plan 7. Participate in training 8. Communication with participant 	<ol style="list-style-type: none"> 3. Follows the schedule, builds a secure attachment with participants and demonstrates attunement to participants 4. Remains calm in challenging situations, identifies stressors, is able to self-regulate, engages in self-care and completes LSI with participant 5. Adheres to disability service NDIS Quality and Safeguarding requirements; follows NDIS Commission Reportable Incident requirements and safety plans 6. Effectively manages the behaviours of participants as guided by the BIS Plan & implements fade-out strategies (where possible) as contained in BSP.

Position Description

	<ul style="list-style-type: none"> 7. Attends and participates in all training provided. At a minimum TCI, Induction, Disability & NDIS Specific training, Safe attachment and Model of Care within 3 months of employment. Attend refreshers on a yearly basis 8. Use of language, tone and actions to be sensitive to functional capacity, age, stage of development, disability and history of trauma. Reflection and validation of participant's feelings, normalisation of participant experiences, supports self-regulation strategies, engages in positive communication and identifies language and emotions within the participant and helps them make connections to behaviours
Area of Accountability – Participant Services (Operational) KPI	Measure
<ul style="list-style-type: none"> 9. Maintain the SIL program to reflect a home like environment 10. Ensure the car is maintained in a clean state 11. Ensure all participants disability support needs are met 12. Actively participate in team meetings 13. Assist the participant with education, vocation, peer/family contact, capacity building & social/recreational activities as required 14. Be present 	<ul style="list-style-type: none"> 9. Ensure the house duties are completed, even if the client does not assist – cleaning, cooking, washing, replacing sheets, gardening etc. as required. This could include pet care if the client has a pet 10. Clean car after usage and report any safety concerns to Key Worker 11. Ensure a high level of daily care is provided. This could include hygiene, continence and self-care tasks such as bathing & toileting. 12. Attend team meetings once as required and makes contributions to improve function of the team 13. Supports participant to attend education & employment settings, volunteer opportunities, therapy, family/peer contact or any other activity that will assist the participant to lead a meaningful and productive life 14. Attends appointments, provides feedback about participant through Flow Logic Daily Log, limits time spent in office, nil personal mobile telephone use, intervenes and supports regulation where required
Area of Accountability – Data & Admin KPI	Measure
<ul style="list-style-type: none"> 15. Administration tasks are complete 16. Ensure petty cash is reconciled and accurate 17. Administer medication as per prescription, medication review and BSP 	<ul style="list-style-type: none"> 15. Complete Daily Log in Flow Logic, Medication Log, Food Log (if applicable to RP's), Sharps count (if applicable to RP's), Safety Checks & Shift Report 16. Balance petty cash at start and end of shift and input receipts correctly 17. Provide the participant with medication at correct time and document
Area of Accountability – Leadership model KPI	Measure
<ul style="list-style-type: none"> 18. Be accountable 19. Working collaboratively 	<ul style="list-style-type: none"> 18. Participation in supervision, team meetings and following code of conduct



Position Description

	19. Manager observation, feedback from team members, use of communication book and participation in team meetings
Area of Accountability – WH&S KPI	Measure
20. Operate within WH&S guidelines to ensure the safety of staff and young people 21. Appropriate clothing and footwear	20. Identify and report hazards and injuries immediately, removing hazards when able and following the WH&S policy 21. Adhere to dress code policy

Physical Demands of the Position

- The ability to engage in physical intervention as outlined in Behaviour Intervention Support Plans and ‘Physical Intervention: Disengagement to holding’ techniques as per internal training
- Prolonged standing and/or walking (between 75% to 100% of a shift)
- Sitting for prolonged periods of time (up to 2 hours)
- Stair climbing
- Repetitive and/or sustained squatting
- Repetitive slight stooping and slight twisting of trunk when sweeping, mopping and vacuuming
- Occasional lifting, pushing and pulling of 5-10kg in movement of furniture
- Repetitive reaching and sustained gripping in wiping of benches, fridges, ovens

Qualifications, skills & experience

- Relevant tertiary qualifications – Certificate III in Individual Support / Community Services; Certificate IV in Disability of preference
- Experience working in the disability/community service sector, working directly with people with a disability
- Demonstrated skills and experience in working with people with a disability from Aboriginal and/or CALD communities would be an advantage
- Exemplary communication and organisation skills
- The ability to work autonomously and to follow instructions
- A First Aid Certificate (or undertaking to obtain within 4 weeks)
- Current Driver's Licence
- Working with Children Check
- Police Check
- An unwavering dedication to providing outstanding support to people with disability to empower them to live a fulfilling and meaningful life

I have read and understand the responsibilities/physical demands required within this position description and prepared to undertake them:

Name: _____

Date: _____

Signature: _____