



Broadmeadows Disability Services

Position Description

Position Title	COMMUNITY SUPPORT WORKER (Reviewed October 2008)
Department	INHOME & RECREATION PROGRAMS
Award & Classification	ADVISED ON APPLICATION
Accountability	<i>Reports to:</i> Coordinator RASP/HomeFirst as relevant Client Services Manager
The Organisation	Broadmeadows Disability Services is a community based not-for-profit Organisation that provides support services to people with a disability across the Northern Metropolitan Region as defined by DHS. The Organisation comprises of a <i>Day Service, Escapade Respite Service, Acquired Brain Injury Recreation Program & a HomeFirst Service.</i>
Position Context	A Community Support Worker is required to provide ongoing program support that will assist persons with a disability to remain living as independently as possible in the community and reflect the individual's goals as outlined in their Care Plan. Duties will vary, depending on each person's individual needs, but may include providing prompting, supervision or assistance in the areas of household duties, personal care or community activities. You will be required to have a working knowledge of the organisations policies & procedures.



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<p style="text-align: center;">Key Responsibilities & Objectives</p>	<ol style="list-style-type: none"><u>1. To ensure all participants receive services that are appropriate to their needs.</u><ul style="list-style-type: none">• Is required to demonstrate comprehensive knowledge and skills to be able to network and link participants into their communities.• All participants within programs have a current Care Plan that reflects their needs.• To deliver developmental programs prepared by the co-ordinator.• To maintain participant confidentiality, recognise participants rights, independence and dignity and ensure participants choices and involvement at all times.• To be involved in identifying and solving a variety of problems of a complex nature in a variety of contexts in their day to day interactions with participants.• Provide flexible direct care and support across environments required by participants. <u>2. To ensure adequate records and documentation are kept which relate to the participants and programs.</u><ul style="list-style-type: none">• Is required to demonstrate knowledge in relation to activities, which includes an ability to identify individual participant's needs.• Have appropriate skills and ability to effectively deal with any incidences that occur throughout the day and ensure that they are handled and recorded on the relevant forms and brought to the attention of the Manager.• Ability to maintain and keep records that relate to participants programs, personal information, medication and IPP'S.• To implement and monitor behaviour management strategies. <u>3. To be required to understand the employer's policies and procedures in relation to program delivery and demonstrate skills necessary to assist in the implementation of those policies and procedures.</u><ul style="list-style-type: none">• Undertake rostered duties or other duties as directed to ensure the safe, secure and satisfactory operation of the service.• Adhere to Health and Safety regulations in accordance with the Health and Safety Act 1985, and other health and safety procedures according to service policy.• To actively participate in-service training sessions team building and to take part in Annual Performance Reviews.• Is required to exercise comprehensive liaison skills with persons with disabilities, their families / carers, community agencies, specialist staff and other services.• Is required to work under general supervision and exercise skill and sound judgment in making independent decisions.• Is required to assist in the management of programs and / or
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	<p>supervise the delivery of parts of programs, and be capable of implementing programs effectively and efficiently.</p> <ul style="list-style-type: none"> • Must be able to demonstrate an understanding and knowledge of relevant legislation including the Disability Act 2006 and other legislative requirements that relate to service provision to people with disabilities.
Qualifications & Experience	<ul style="list-style-type: none"> • Previous experience in services for people with disabilities desirable but not necessary. • A current driver's licence/reliable car. • Qualifications in the disability, human services and/or related field preferred but not essential. • Minimum Level 2 First Aid Certificate. • A second language and understanding of cultural diversity is desirable.
Core Attributes	<ul style="list-style-type: none"> • Highly developed and effective communication skills including abilities to effectively communicate with carers, families and other staff and professionals. • Advanced computer literacy/skills. • Proven ability to work within a Team orientated environment. • Ability to support people in the making of informed decisions. • Established problem solving and conflict resolution skills. • Effective listening and negotiation skills. • Excellent organisation and time management skills.
General Information	<ul style="list-style-type: none"> • Casual and part time positions available with flexible work hours. • Staff participate in annual performance appraisals and have access to regular supervision sessions with a coordinator. • Broadmeadows Disability Services maintains a high level of staff development & training. • All staff are required to undertake a Police Criminal Records check prior to the commencement of employment.