

Position Description	
Title	Disability Support Worker
Responsible to	Director Client Services
Responsible for	N/A
Position Classification	Social, Community, Home Care and Disability Services Industry Award
Internal and External Communication	Participants, other support workers, and Directors

PURPOSE OF POSITION:

support Workers responsible for providing flexible and responsive support to people with disability which promotes choice, self-determination and independence in a range of community settings and in-home. The worker is required to meet the individual needs of people with disability, which may include, but not limited to assistance with personal care, domestic duties, medication management, transport, meal preparation and shopping, skill development training, social support, and assistance to access and participate in the community. The worker is also responsible for ensuring that all reporting and administrative requirements meet the service and support requirements and are delivered in line with All Home Services Gold Coast (AHSCG) policy and procedures relevant legislation and NDIS Practice Standards

ORGANISATIONAL RELATIONSHIPS

When dealing with routine matters, the position is subject to general direction in order to achieve clear objectives as set down by AHSGC's policies. However, for more complex matters and when dealing with non-routine matters, the incumbent will be required to use their own initiative.

VALUES AND ACCOUNTABILITIES

Our strategic directions and day-to-day activities are guided by the following values and accountabilities:

- Customer service
- Respect for others
- Responsiveness and accountability to our participants
- Honesty and fairness
- Equity and access
- Open communication
- Cooperation and understanding
- Economy and efficiency
- Excellence, innovation and leadership
- Recognition of the skills and commitment of others

PD02



Compliance with AHS GC’s Code of Conduct, Management Directives and Policies and Procedures. Commitment of AHS GC business plan. Ensure all work is performed to meet the safety, environmental and legislative requirements and responsibilities of AHS GC, together with the adherence of AHS GC’s OH&S guidelines and procedures. Commitment to Equal Employment Opportunity, Diversity and Merit principles. Efficient and effective utilisation of resources as allocated under the level of responsibility for this position. Conduct all business transactions in an ethical, friendly, efficient and professional manner. Provision of quality customer service. Apply AHS GC’s risk management policy objectives as they impact the position.

Skills and Qualifications

- Experience working with people with disability and their families/primary carers
- A high level of organisation, communication (both oral and written) and problem-solving skills
- Ability to work co-operate as part of a team and individually
- Knowledge of and commitment to WHS requirements
- Knowledge of and commitment to the principles of the National Disability Insurance Scheme
- Current drivers licence and preparedness to use own comprehensively insured vehicle for work related duties
- Current First Aid Certificate
- A strong motivation and commitment to the principles of the NDIS Policy Standards
- Hold a Blue Card and/or Yellow Card and have passed the NDIS Workers Screening
- First Aid training
- Manual Handling
- Medication training

Position Specific Accountabilities	Outcomes Expected
A high level of organisation, communication (both oral and written) and problem-solving skills	Reports submitted regularly and on time. Takes the lead in problem solving and implementation of solutions.
Ability to work co-operate as part of a team and individually	Cooperates and contributes to a team environment
Knowledge of and commitment to the principles of the National Disability Insurance Scheme	Reports and communication reflect understanding of principles of NDIS
A strong motivation and commitment to the principles of the NDIS Policy Standards	Understands and actively participates in Policy and procedure reporting and recording.

KEY SELECTION CRITERIA:

KSC 1

Willing to work evening, overnight, weekend work and sleepovers. Workers may be required to work public holidays

PD02

Kanzu Pty Ltd t/a All Home Services Gold Coast

JULY 2022

ahservicesGC@gmail.com
04900366767



KSC2

Employee has the use of a reliable registered motor vehicle, comprehensively insured for work related duties.

KSC 3

Wiling to perform other reasonable duties that are not listed in this position description from time to time to meet our business and operational needs.

KSC 4

Willing promote a person-centred culture of choice inclusion and empowerment

KSC 5

A team player with the ability to undertake various duties and be a committed and dedicated individual who will devote the necessary time to fulfil the position requirements.

KSC 6

Willing to work and promote the NDIS Practice Standards and a commitment to the principles of quality assurance and continuous improvement

APPROVAL

Employee's Name	Employee's signature and date
Employer Representative Name	Employee's representative signature and date