



## Position Description

<b>Position Title:</b>	Disability Support Worker
<b>Salary &amp; Conditions:</b>	FamilyCare Enterprise Bargaining Agreement
<b>Department:</b>	Disability Support Services
<b>Direct Report To:</b>	Program Leader – Disability Support Services
<b>Responsible For:</b>	Provision of Disability Support to eligible Clients
<b>Performance Review:</b>	At three months, then annually thereafter.

### FamilyCare Vision

Strong families and communities.

FamilyCare is one of regional Victoria's largest and most progressive community service organisations, with offices across five Local Government Areas: Greater Shepparton, Mitchell, Murrindindi, Strathbogie and Moira. FamilyCare's activities include child and family services, men's services, carer and disability support programs and community development.

## Key Selection Criteria

### 1. Qualifications

#### Essential

- Certificate III or above in Disability and relevant experience.

### 2. Skills, Knowledge and Experience

#### Essential

- Understanding of privacy and confidentiality obligations.
- Relevant legislation.
- Experience in the Disability field and relevant experience.
- Desire to make a positive contribution to the lives of people with a disability.
- Ability to participate in the delivery of recreational activities for people with a range of disabilities.
- Ability to attend to the personal care needs of clients.
- Able to work effectively both as part of a team and receive direction.
- Ability to undertake one on one work with clients.
- The ability to engage effectively with people with a disability and their families.
- Well-developed verbal and written communication skills.

## Desirable

- Senior First Aid.
- Bus Licence.

### **3. Disability Support Worker – Information**

#### Aim of Service

FamilyCare Disability Support Services essentially aims to provide information, support and social opportunities to people with a disability.

The recreation program may include a range of enjoyable recreational and educational activities. Programs run afterschool, school holidays and on weekends.

This role is primarily focussed upon the delivery and facilitation of activities for children and young people with disabilities in a group environment in various locations throughout the West Hume region. The target group for this service includes children and young people aged between birth and 25 years with a disability, and their families.

### **4. Key Performance Responsibilities**

#### **4.1 Service Delivery**

- Participate in group activities as directed.
- Closely supervise clients while promoting independence and dignity at all times.
- Capacity to work alone one on one with clients.
- Apply initiative to encourage clients to participate in activities.
- Direct provision of personal care to clients in accordance with OHS and other policies and procedures.
- Assist in the preparation and clean-up of activities or venues as required.

#### **4.2 Data Collection and Reporting**

- Ensure awareness of all relevant client information prior to the commencement of any group activity.
- Ability to understand and use a range of reporting applications including Ipad, PC, phone to access portals.
- Notify the Coordinator of any incidents or issues as soon as practicable.

#### **4.3 Community Development and Education**

- Participate in media items associated with the program.

#### **4.4 Quality Improvement and Evaluation**

- Meet occupational health and safety requirements.
- Ensure that relevant policies and procedures are followed.
- Participate in regular supervision activities.
- Identify training needs in consultation with Supervisor and attend professional development as deemed appropriate.

- Be aware of and meet relevant Quality Management System responsibilities.
- Participate in relevant evaluation activities.
- Be aware of FamilyCare's responsibilities to contribute to children's safety and wellbeing and report any concerns about neglect or abuse to a supervisor or manager.

## **5. Current and Valid checks:**

- Drivers Licence.
- Police Check.
- International police check when applicable.
- Working with Children Check.
- Disability Worker Exclusion Scheme.

## **6. Other Information**

- Salary packaging is offered within prescribed guidelines.
- All staff and volunteers must abide by a Code of Conduct.
- FamilyCare is committed to:
  - Ensuring the safety of children.
  - Respecting diversity and
  - Providing a workplace free from discrimination and harassment.