

Position Description

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| Position: | Support Worker |
| Reports to: | Coordinator – Quality Assurance |
| Award: | Kyabra Community Association Inc. The ASU and Employees Enterprise Agreement 2012 |
| Position Classification: | Level 2 |

Kyabra Community Association Inc. provides strengths based integrated responses to people in our community. Service work involves partnership with individuals and families to identify goals, develop strategies and evaluate outcomes.

This may involve a range of activities/functions including: Assessment, Advocacy, Interpersonal Support Work, Co-ordination, Case Management, Community Development, Training and Group Work and other such responses that facilitate the achievement of specified goals.

Kyabra aims to provide a range of supports to individuals with a disability and families who have a member with a disability. The support provided reflects the ongoing and changing needs of the person and their family.

This is a **casual position** which may involve a range of activities and responsibilities, depending on the needs and interests of the person supported, including assistance with personal care, independent living activities, and linking into community activities.

Support Workers must have a Cert III Disability or equivalent (or the willingness and ability to commence study within three months of employment). Successful applicants will be supported to obtain a current Blue Card (working with children check), a current Yellow Card (Disability Suitability Card)/or Exemption, a Licensed Care Service² check. Senior First Aid Certificate is a mandatory requirement prior to commencing employment.

Support Workers must have a current Queensland drivers licence with an independent means of transport to be able to transport clients

Organisational Expectations

- To work within the Vision and Values of Kyabra's Essence Statement.
- To comply with Kyabra's code of conduct and with all organisational policies and procedures.
- To actively evaluate and critique practice at an individual, service and organisational level.
- To strive for ongoing improvement in all areas of activity.
- To participate in performance appraisals and the development of individual learning plans on request.
- To participate in professional development training opportunities.
- To assist development in the implementation of strengths-based, individualised support plans for individuals and their families.
- Encourage the maximum involvement of families and individuals in decisions that affect their lives.

- To maintain documentation relating to clients in an appropriate records management system with due respect to confidentiality.
- To maintain documentation in the appropriate systems with due respect to confidentiality, and in compliance with all relevant legislation and standards.
- To be involved in the development of operational plans in the service consistent with agency and service philosophy and in line with service agreements with funding bodies.
- To fulfil all reporting and administrative requirements in conjunction with the co-coordinator and team leader.

Role Responsibilities

- To work within the principles of the Disability Services Acts, Child Protection Act and all other relevant legislation.
- To build awareness and positively promote the contribution of people with a disability in their community.
- To explore and implement various ways of including people who have disabilities into the community in which they live.
- To assist people who have disabilities in developing and maintaining friendships and natural supports.
- To actively participate in the development of individuals' support plan and work within its guidelines.
- To maintain open communication with families, individuals and key workers of the service.
- To participate in Support Worker meetings, service training and external training opportunities.
- To comply with administration procedures required by the organisation and service specific.

Key Selection Criteria

Essential

1. Certificate III Disability (or equivalent) is essential, or the willingness to commence study within three months of employment.
2. Current First Aid and CPR Certificates.
3. Epilepsy training – Kyabra will assist with this training if you are successful in gaining a position.
4. Completed the NDIS Worker Orientation Module www.ndiscommission.gov.au/workers/
5. Demonstrated ability or willingness to work collaboratively with families and case workers in assisting families to access supports of their choice. This may include following a support plan and being directed by the family's goals and hopes.
6. Ability to perform a range of tasks which may pertain to the role, including assistance with personal care, independent living activities, and linking into community activities.
7. Demonstrated understanding of disability issues and a willingness to acquire knowledge related to working with children in care.
8. Understanding of and commitment to the principles of Social Justice.
9. Demonstrated capacity to work in family centred ways that focus on people's strengths.
10. Demonstrated ability to work autonomously and to seek out resources as required.
11. Well-developed interpersonal and organisational skills.

Desirable

12. Experience in working with children and young people/people with disabilities including mental health issues across a range of environments.
13. Asthma and Anaphylaxis First Aid
14. Epilepsy awareness
15. Mental Health First Aid
16. Independent means of transport to transport clients

Positions under direction supervision

None

Relates to

- Families and individuals
- Other Support Workers
- Administration staff and other staff of Kyabra Community Association Inc
- Staff from other agencies (eg. Community groups, schools)

Other Information**Criminal History Check**

The successful applicant will be required to apply for a Personal/Criminal History Check. Upon employment, the organisation will reimburse this expense. We are legally obliged to warn you that it is an offence for a disqualified person to sign a blue card application form.

Hours of Work

A fulltime position at Kyabra is 38 hours per week. Staff members work flexible hours to meet the requirements of the position, including some evening and weekend work. ***This position is casual and can require workers to be available during the day, evenings and/or weekends.***

Equal Opportunity Employer

Kyabra is an inclusive workplace and an equal opportunity employer. Aboriginal and Torres Strait Island people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply.

Signed:

(employee)

(supervisor)

(date)