

## POSITION DESCRIPTION

<p><b>POSITION TITLE</b></p> <p><b>Disability Support Worker</b></p>	<p><b>AWARD</b></p> <p>Social, Community, Home Care Disability Services Industry Award, 2010</p> <p><b>Classification:</b> Level 2</p>
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## PRIMARY POSITION PURPOSE

- To provide practical, safe, and effective care to clients, which includes support with daily living and personal care, life skills and general domestic duties
- To provide practical assistance in a manner which promotes dignity, independence and skill development

## POSITION OVERVIEW

- Currajong Disability Services provides individual and group activities to a diverse range of clients living in the Parkes, Forbes or Condobolin areas.
- We employ staff who have the ability to work as part of a professional, close-knit team and who are adaptable, compassionate, down to earth and practical. You will be committed to providing quality outcomes for clients.
- Within the role of support worker/personal carer you will be required to work directly with clients, assisting with personal care, participating in skill building and recreational activities as well as general housekeeping duties. Residential work requires that you have the flexibility to work a variety of shifts: day, night, school holidays, weekends and public holidays.
- Support workers deliver safe and effective levels of care and support to clients while they participate in meaningful activities as identified in their individual plans. Programs focus on individual needs across a range of activities which include health and personal care, community access, work-based activities, daily living skills, sport, leisure and recreation opportunities.
- You will work under the terms of the Social, Community, Home Care and Disability Services Award and you will need to complete a Criminal Records and Working With Children Check.
- CDS employs support staff to work directly with clients across all of its Services. Decisions about staff placement in CDS service locations are based on funding requirements, organisational needs, client care and support needs, client-staff compatibility as well as staff skills, knowledge and experience.

**CURRAJONG DISABILITY SERVICES**  
**VISION – MISSION - VALUES**

**VISION**

Currajong Disability Services will continue to strive to provide a diverse range of individualised services for our services users, carers, families and communities in a financially and sustainably secure way

**MISSION**

Currajong Disability Services is the regional provider of individualized and person-centred services for people with disabilities in the Parkes, Forbes and Lachlan Shires

**VALUES**

- Being committed to our vision and communicating with our stakeholders in an honest and open manner
- Treating everyone with dignity and respect
- Valuing and encouraging diversity
- Endeavouring to provide a range of person-centred activities that empower our clients to achieve their full potential
- Working with integrity by being honest and openly accountable about our decisions and actions
- Valuing dedication, loyalty and cooperation in achieving our vision

**POSITION DESCRIPTION**  
**KEY ACCOUNTABILITIES AND PERFORMANCE INDICATORS**

KEY RESULT AREA	ACCOUNTABILITIES	PERFORMANCE INDICATORS
<p><b>Provide quality client/resident support</b></p>	<ul style="list-style-type: none"> <li>• Provide consistent high quality support and assistance to clients that reflect their identified goals and support needs, to foster maximum independence and participation at home and in the community</li> <li>• Provide support in accordance with CDS policies and procedures, organizational values, NSW Disability Service Standards relevant Health and Safety and other legislative requirements to ensure quality outcomes to clients/residents</li> <li>• Participate in managing risks that clients may pose to themselves, other clients, staff and the community within the context of CDS services. This can include challenging behaviour, nutrition, swallowing, trips and falls, road safety</li> <li>• Record progress, monitor and assist with the review of client individual plans to ensure appropriate and effective support and care is undertaken</li> <li>• Support client to develop and maintain independence and safety in personal care, health care and hygiene within the context of CDS Services such as:</li> </ul>	<ul style="list-style-type: none"> <li>• Service delivery achieves high quality, positive outcomes for clients</li> <li>• Follows CDS policy and procedures, legislative and ethical requirements</li> <li>• Actively participates in the development, implementation, review and evaluation of client support plans, programs and services</li> <li>• Completes progress notes, reports in line with CDS policy and procedures, legislative and legal requirements</li> <li>• Activities undertaken comply with CDS policies and procedures, legal, legislative and ethical requirements</li> </ul>
	<p><i>Showering/Bathing</i></p> <ul style="list-style-type: none"> <li>• Assisting to shower/bath self or full assist as needed</li> <li>• Assisting with mobility or transferring to and from shower/bath</li> <li>• Assisting or transferring client to toilet</li> </ul>	
	<p><i>Toileting</i></p> <ul style="list-style-type: none"> <li>• Helping client to the toilet</li> <li>• Assisting client to use toilet</li> <li>• Assisting client to change incontinence and sanitary pads or full support as needed</li> <li>• Assist client with urinary bottle</li> </ul>	
	<p><i>Menstrual Care</i></p> <ul style="list-style-type: none"> <li>• Assisting with menstrual care</li> </ul>	
	<p><i>Skin Care</i></p> <ul style="list-style-type: none"> <li>• Assist client with all skin care e.g. application of creams, rubbing pressure areas with lotions, etc</li> </ul>	
	<p><i>Grooming</i></p> <ul style="list-style-type: none"> <li>• All hair care</li> <li>• Ensure nails are clean, short (only cut nails if trained to do so and approval given)</li> <li>• Shaving using electric razors only</li> <li>• All dressing/undressing or assistance as appropriate</li> </ul>	

KEY RESULT AREA	ACCOUNTABILITIES	PERFORMANCE INDICATORS
<b>Provide quality support directly to clients</b>	<i>Oral Hygiene</i> <ul style="list-style-type: none"> <li>Assist client with their own care of teeth or dentures</li> <li>Care of teeth and dentures for the client/resident by using toothbrush/toothpaste/oral solutions only</li> </ul>	
	<i>Oral Medication</i> <ul style="list-style-type: none"> <li>Assist client with or administering liquid medicines, pills, powders, ear, nose and eye drops according to CDS Medication policy and support plan</li> </ul>	
	<i>Other Health Management</i> <ul style="list-style-type: none"> <li>Assist client in accordance with their individual Health Management Plan (e.g. Epilepsy) to develop and maintain independence and safety</li> </ul>	
	<i>Transferring/Mobility</i> <ul style="list-style-type: none"> <li>Transfer client in &amp; out of bed/chair/car and assist with mobility; Assist client/resident to turn or sit up according to CDS guidelines and individual mobility plan</li> </ul>	
	<i>Assistance with meals/eating</i> <ul style="list-style-type: none"> <li>Assist client with meal preparation and eating according to individual plan, CDS guidelines and health management plans</li> </ul>	
	<i>Other personal care support</i> <ul style="list-style-type: none"> <li>Assist client as appropriate, in line with their individual support plan and as directed from time to time</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>Utilise specific communication methods to aid client interaction with other people</li> <li>Encourage client involvement in decision making, promoting independence and supporting them to make informed choice</li> <li>Utilise CDS communication systems to provide regular feedback to Supervisor/Coordinator, about client activities, safety and well-being, including concerns about potential risks to clients or the Organisation</li> </ul>	<ul style="list-style-type: none"> <li>Actively engages clients</li> <li>Clients are involved in the decision making process</li> <li>Maintains appropriate communication with Coordinator and in line with CDS policies and procedures</li> </ul>
<b>Outlet operation</b>	<ul style="list-style-type: none"> <li>Undertake the daily or routine tasks of domestic assistance including cleaning, dusting, mopping, vacuuming, washing, ironing, shopping, cooking, meal preparation, basic property up-keep in order to support the efficient functioning of the household whilst actively engaging the client/resident</li> <li>Be accountable for the outlet operating budget, purchase according to plans, and be accountable for outlet petty cash and other equipment and assets including vehicles in order to support the efficient running of the outlet</li> </ul>	<ul style="list-style-type: none"> <li>Maintains cleanliness and hygiene in the workplace line with CDS policy and procedures and to best practice standards</li> <li>Finances, equipment and vehicles managed in accordance with CDS policy and procedures</li> </ul>

KEY RESULT AREA	ACCOUNTABILITIES	PERFORMANCE INDICATORS
<b>Record Management and Administration</b>	<ul style="list-style-type: none"> <li>• Maintain client and organisational records using CDS information systems</li> <li>• Collect and maintain accurate, complete and current information on clients, workplace risks and incidents</li> <li>• Adhere to allocated hours as rostered</li> <li>• Complete and submit time sheets on time</li> <li>• Complete general administration duties as required and directed by the Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Client records are accurate, complete and up to date</li> <li>• Information is collected and maintained in accordance with CDS policy and legislation</li> </ul>
<b>Comply with Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Contribute to a safe working environment by adhering to the Work Health and Safety Act 2011, regulations and CDS WHS procedures</li> <li>• Take responsibility for own observance of safe work practices and safe work environment and undertake no actions or omissions, which will adversely affect the health self or others</li> </ul>	<ul style="list-style-type: none"> <li>• Complies with WHS requirements including CDS WHS policies and procedures</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Maintain a professional, respectful and supportive working relationship with team members and all staff of CDS staff generally</li> <li>• Assist the Coordinator with orientation of new employees to ensure service delivery is consistent with best practice and of a high quality</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates ethical, professional, respectful and courteous behaviour towards others</li> <li>• Works co-operatively in group situations</li> <li>• Offers assistance and support to colleagues</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in CDS training and development including own independent professional development</li> <li>• Actively participate in the performance review process, identifying ongoing learning and development opportunities to meet best practice standards</li> <li>• Take responsibility for own observance of CDS policies and procedures, including the Code of Ethics and Conduct</li> <li>• Maintain confidentiality of information, and demonstrate professional conduct at all times</li> <li>• Accept that we are responsible for our actions and accountable for the consequences</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training undertaken</li> <li>• All actions comply with CDS policy, legal and ethical requirements</li> <li>• Takes responsibility for own actions</li> <li>• Demonstrates high quality outputs</li> </ul>

### Physical Requirements

- Frequent manual handling up to 15 kg
- Frequent bending at knees and/or hips
- Kneeling / semi squat
- Weight transfer backwards/forwards/sideways
- Good cardiovascular fitness
- Standing for long periods
- Ability to reach overhead
- Ability to reach below knee height
- Ability to reach forward
- Sitting for short periods
- Frequent pushing / pulling
- Walking
- Capable of driving up to or greater than one hour

Where we have concerns that your level of fitness is adversely affecting your job performance, we may ask you to undergo a test with a relevant medical practitioner to ensure that neither you or a fellow employee or a client are placed at risk of injury

### Performance

The performance of this position will be evaluated on the satisfactory compliance with: CDS policies and procedures, commitment and demonstration of excellence in customer service, teamwork, leadership, initiative, respect and the level of adherence to required legislation, and regulations.

Review for this position will be undertaken yearly through the Performance Review process

### Accountability and Extent of Authority

This position works under routine supervision with specific guidelines provided on the range and nature of duties to be undertaken. The employee is required to use their discretion in line with policies and procedures in resolving minor problems that relate to immediate work tasks.

This position will contribute to decisions made by Management through compliance with CDS service delivery requirements, information and reporting systems and protocols

### Employment Conditions

The first six (6) months employment is probationary

Employees are required to obtain a satisfactory clearance from a Criminal Record Check and Working With Children Check. All checks will be renewed every three years. Employees are required to advise Management if there is a change to their criminal history within that period

## **Currajong Disability Services EMPLOYMENT CRITERIA**

The Essential and Desirable Requirements listed below, form the Selection Criteria for recruitment purposes. When seeking employment with CDS, the candidate must address all essential requirements and where possible also address the desirable criteria to be eligible for selection for an interview.

### **Essential Requirements**

- Positive attitude, professional conduct and ability to contribute in a team environment
- Positive attitude to people with disability
- Practical approach to supporting clients
- Good communication skills – both oral and written
- Understanding of privacy and confidentiality issues
- Commitment to the Vision, Mission and Values of Currajong Disability Services Ltd
- Current NSW Driver's License

### **Desirable**

- Experience delivering personal care services, living skills, leisure or recreational activities in a community living setting.
- Relevant Tertiary qualifications (Certificate IV Disability Work) or working towards obtaining.

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EMPLOYEE NAME

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EMPLOYEE SIGNATURE

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DATE