

BURNETT RESPITE SERVICES INC.

“CARINBUNDI”

Position Title:	Disability Support Worker
Position Classification:	Permanent Part-Time (24 hour Roster)
Responsible to:	Program Coordinators and/or Service Manager
Award:	“Disability Service Workers Award” and “Conditions of the Burnett Respite Services Inc. Enterprise Agreement”
Salary:	As per relevant Award and Certified Agreement

POSITION PURPOSE:

Disability Support Workers support and assist people with disabilities, who are consumers of Burnett Respite Services Inc., in a range of personal care and/or support tasks relevant to their full participation in the community, i.e. assist consumers to participate and make choices in community activities, assist consumers to maintain normal daily routines and activities, and provide personal care assistance where necessary.

POSITION OBJECTIVES:

1. General Organisational Items

- 1.1 To be able to describe and adhere to the mission, aims, objectives and services of Burnett Respite Services Inc
- 1.2 To assist in the positive promotion of Burnett Respite Services Inc’s mission and services in all contacts with the community and stakeholders
- 1.3 To assist in the dissemination of Burnett Respite Services Inc’s message to the broader community and to enhance the community’s understanding and acceptance of the needs of people with a disability, their families and carers
- 1.4 To support and demonstrate the values of Burnett Respite Services Inc and participate in building a team of high quality staff and volunteers.
- 1.5 To participate in Burnett Respite Services Inc’s general and policy development
- 1.6 To act in accordance with Burnett Respite Services Inc’s policies and procedures at all times.

2. Organisational Support Responsibilities

- 2.1 To work cooperatively and collaboratively with all Program Coordinators, Service Manager and members of the Management Committee
- 2.2 To work cooperatively with other team members and staff within Burnett Respite Services Inc
- 2.3 To act in accordance with Occupational Health and Safety Legislation and responsibilities within the workplace
- 2.4 To participate in all team activities/projects relevant to the position.

3. Self Support Responsibilities

- 3.1 To participate in supervision and goal-setting provided by Burnett Respite Services inc
 - 3.2 To participate in professional development activities as provided and required by Burnett Respite Services inc
 - 3.3 To make yourself aware of and adhere to all Burnett Respite Services Inc's policies and procedures, which apply to your role and to your employment.
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4 Position Delivery Responsibilities

- 4.1 To be responsible for the overall supervision and support of service-users of the organisation;
- 4.2 To provide personal care for service-users, including the application of appropriate transfer strategies and personal hygiene needs;
- 4.3 To demonstrate, through your actions and language, respect for each service-user as an individual, with varying cultural and family backgrounds, socio-economic circumstances, and developmental differences;
- 4.4 To actively identify and promote strategies to meet the needs of service users, their families and carers;
- 4.5 To assess through observation, service-users' skills development needs and convey these needs to your program Coordinator;
- 4.6 To assist in the planning and implementation of daily programs which enhance the living, social, interpersonal, leisure, community and educational skills of service-users;
- 4.7 To monitor individual care plans to ensure they remain appropriate and are implemented effectively;
- 4.8 To have a thorough knowledge of the contents of service-users files, and where necessary, make entries in these files using non-judgmental, factual and appropriate manner; and
- 4.9 To contribute to the creation and maintenance of a safe and caring environment in which service-users, families and staff can interact.

6 CONDITIONS OF EMPLOYMENT

A three-month probationary period applies at the commencement of employment. This position is permanent part-time. This position operates on a roster system over a twenty-four hour day and seven days per week, and is subject to ongoing funding.

7 ADDITIONAL REQUIREMENTS

- 7.1 Provide evidence of entitlement to work within Australia (birth certificate, passport or evidence of permanent residency);
- 7.2 Advise Burnett Respite Services Inc. in writing, of any condition (physical or psychological) which may impact on your ability to carryout the work as described;
- 7.3 Provide evidence of a current Queensland Driver's Licence, the maintenance of which may be critical to the performance of this role;

- 7.4 Successful Criminal History Screening and Positive Notice from The Commission for Children and Young People, to be obtained within three months of commencing employment;
- 7.5 Undertake occupational psychometric assessment as required by Burnett Respite Services Inc.
- 7.6 Available to work a 24 hour shift roster; and
- 7.7 Ability to lift and handle service users as needed, according to safe-handling procedures.

8 QUALIFICATIONS

Certificate III in Community Services (Disability Work) or other relevant qualifications/industry experience.

9 PERSONAL ATTRIBUTES

- 9.1 A personal commitment to the Mission of Burnett Respite Services Inc;
- 9.2 A preparedness to meet the broader goals and objectives of Burnett Respite Services Inc, whilst meeting the specific objectives of the role;
- 9.3 A commitment to quality service delivery to all internal and external clients of Burnett Respite Services Inc;
- 9.4 An empathy and concern for the wellbeing of all people with a disability, their family and carers;
- 9.5 Non-judgmental and patient in dealings with other people; and
- 9.6 An ability to handle stressful situations.

10. KEY SELECTION CRITERIA

- 1. Certificate III in Community Services (Disability Work) or willingness to obtain, OR similar qualification, OR demonstrated practical experience
- 2. Knowledge and understanding of the Disability Service Standards (Qld), and experience working with people with a disability including duty of care requirements.
- 3. Ability to assist in the preparation of activities and programs in partnership with Program Coordinators and other Support Workers
- 4. Ability to successfully implement programs while maintaining a service-user focus and respect for individual preferences.
- 5. Well-developed communication skills with service-users, their families and carers.
- 6. Ability to work cooperatively within a team environment or autonomously as required.
- 7. Current Queensland Driver's Licence, First Aid Certificate or willingness to obtain one.

THE REWARDS

This organisation is committed to finding the right people to provide quality front-line support for the benefit of service-users with an emphasis on working closely with people to achieve their personal goals.

We also seek out people who have high personal values, which match this organisation's values and culture.

In return you will:

1. be joining an organisation which has a commitment to being the best it possibly can for service-users;
2. be joining an organisation which places a high priority on service-users and staff, and creating a rewarding and satisfying environment;
3. work in a team environment while enjoying the freedom to excel and assist in the development of our programs; and
4. receive a full orientation and on-the-job training and support.