

POSITION DESCRIPTION

Position:	Community Support Worker
Reporting to:	Carer Respite Senior Coordinator or Carer Respite Coordinator
Classification:	Level 2
Award:	Social Community Home Care and Disability Services Industry Award 2010 Country North Community Services Incorporated Enterprise Agreement 2016

Special Conditions:

- This is a shift working position and will require overnight and weekend shifts
- This description covers both permanent part time and casual positions
- Appointment is subject to successful completion of
 - the SA Country Carers in-house driving test (a rating of 50 or more)
 - results of DCSI Employment Screening and / or National Police Check
- Continuing employment is subject to available funding
- 3 month probationary period

Purpose of Position:

To work alongside and assist children and adults with disabilities and/or adults with a chronic or mental illness and/or people with dementia or of frail age so that their Carers can access respite. Community Support Workers are responsible for physical support, safety and engagement of their clients.

To work in accordance with SA Country Carers' vision, mission and values.

Key Responsibilities

Service Provision:

- Provides direct care assistance to clients in accordance with individual care plans and behaviour support plans
- Assists in the development of care plans, behaviour support plans and activity schedules
- Assists in the domestic maintenance of SA Country Carer facilities (including vehicles) and equipment. This may include house/cleaning duties
- Assists clients to access personal, public and community opportunities in a positive and socially inclusive manner
- Responds to clients utilising positive behaviour support

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- Assists clients with their personal needs. At a minimum:
 - Assists with transfers, toileting, dressing and grooming. Involves pushing, pulling, bending and lifting up to 15kg
 - Personal care
 - Household duties
 - Preparing and/or assisting clients to prepare nutritious meals

Service Accountability

- Maintains clear and concise client and organisational records, in relation to care plans, personal needs, medication charts, incident reports, cash expenditure, procedures and practices
- Works in accordance with SA Country Carers policies, procedures and quality management system

Relationships

- Participates in meetings, supervision and training when required
- Works constructively with other employees as a valued team member
- Works in accordance with SA Country Carers values and Personal Conduct policy

Promotion

- Portrays SA Country Carers as per our branding and promotional guidelines

Work Health & Safety

- Observes SA Country Carers' Work Health and Safety Policy at all times and that work is carried out in a safe manner so that the incumbent's own safety as well as that of work colleagues, clients and visitors, is protected.
- Responsible to report all incidents and accidents promptly.

Person Specification

Essential

Qualifications

- Current DCSI Employment screening and / or National Police Clearance
- Current Senior First Aid certificate
- Current Certificate in Child Safe Environment
- Certificate 3 in Community Services or equivalent qualification
- Current valid Driver's Licence

Skills, knowledge and experience

- Experience in working with frail aged, people with disabilities, or mental illness
- Experience in using correct manual handling techniques
- Effective interpersonal and communication skills, including the art of listening
- Working knowledge of safe working practices and understanding of Work Health and Safety responsibilities
- Demonstrated awareness of the principles of positive behaviour support

Personal attributes

- An understanding and appreciation of the physical and emotional needs of frail aged, those with disabilities or mental illness, and their Carers
- Ability to work in accordance with the values, mission and vision of SA Country Carers
- Sound level of physical fitness to be able to render practical physical assistance to clients. At a minimum:
 - Frequent manual handling up to 15kg
 - frequent bending at knees and/or hips
 - kneeling
 - high grip strength (above 15kg)
 - good cardiovascular fitness
 - standing for long periods
 - ability to reach overhead
 - ability to reach below knee height
 - capable of driving for up to 2 hours

(However, if there is difficulty in meeting these standards some modification of duties may be negotiated at the discretion of Manager Carer Services)
- Ability to develop a rapport with people with disabilities, mental illness or frail aged
- Ability to take the initiative to assess a situation and to take appropriate action without prompting
- Ethical and honest approach to working with Carers and care recipients
- Basic cooking skills to provide nutritious meals for a small group

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Desirable

Skills and Attributes

- Basic awareness of the following
 - Home and Community Care Standards
 - National Disability Service Standards and
 - the transition to Commonwealth Home Support Programme and National Disability Insurance Scheme
 - Computer literacy particularly in Microsoft Office applications
 - Access to a suitably insured vehicle for work purposes
 - Lived experience of the Caring role
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Agreement

I have read and understood this position description and accept appointment to this position accordingly.

Signed: Date:

Print Name: