


<b>Position Title</b>	Direct Support Worker – Disability Community		
<b>Organisation</b>	Vista	<b>Department/Service</b>	Services
<b>Line Manager</b>	Client Engagement Coordinator	<b>Direct Reports</b>	
<b>Region</b>		<b>Type</b>	TBC

<p><b>Organisation Overview</b></p>	<p>The Tipping Foundation and Vista provide community support services to clients with a disability, young people in Youth and family services, older people, mental health concerns and respite.</p> <p>We are a values based organisation and the overarching principle which drives everything we do is respect. We work together with our clients in partnership to achieve individual goals.</p>  <p>The Tipping Foundation is a child safe organisation. We value, respect and listen to children and young people. We are committed to the safety of all children and young people including the cultural safety of Aboriginal children &amp; young people, culturally and/or linguistically diverse children &amp; young people, gender and sexually diverse children &amp; young people and children &amp; young people with a disability.</p>
<p><b>Position Summary &amp; Working environment</b></p>	<p>This role operates within the context of ‘The Tipping Way’ which is the framework within which we operate our practice and includes:</p> <ol style="list-style-type: none"> <li>1. How we will work with clients and families</li> <li>2. How we work together</li> <li>3. Planning to meet goals</li> <li>4. Ensuring we are on track</li> <li>5. Planning for the future once current goals have been met.</li> </ol> <p>This role is a Community based role assisting the People we Support to remain living at home either independently or with family/carers.</p> <p>Provide one on one support to the PWS who need assistance to live, learn and work</p>

	<p>independently in the community.</p> <p>This role is responsible for enabling the people with disability we support to choose how they live within the community. This role is responsible for delivering quality services in ways that enhance independence and supports the rights, interests and goals of the people we support in line with Person Centered Active Support [PCAS] methodology.</p>
<p><b>Role Specific Capabilities</b> <b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Ability to relate to and communicate with people with disabilities in a collaborative, positive, respectful and supportive manner</li> <li>• Demonstrated knowledge of PCAS principles and its implementation.</li> <li>• Commitment to providing positive support to people with a disability to enhance individual life choices</li> <li>• Ability to communicate effectively with staff, families and other professionals</li> <li>• Ability to establish and maintain appropriate personal and professional boundaries</li> <li>• Demonstrated ability to work as part of a team and as a sole worker</li> <li>• Understanding of and commitment to creating and maintaining a healthy and safe living and work environment</li> <li>• Good verbal communication skills with the ability to listen and provide clear information</li> <li>• Demonstrated ability to identify and resolve problems</li> <li>• Excellent planning and organisational abilities;</li> <li>• Integrity and reliability</li> <li>• Prior experience in hoisting and providing personal care support</li> </ul>
<p><b>Role Specific Capabilities</b> <b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Previous experience in supporting people with a disability within a community based setting</li> <li>• Personal care support with bowel care highly regarded</li> <li>• Second language other than English</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Certificate IV in Disability Work or a similar area</li> </ul>
<p><b>Safety Screening Requirements</b></p>	<ul style="list-style-type: none"> <li>• Current Victorian Drivers License</li> <li>• Cleared National [all applicants] and International [where required] Police Record Check. Please note it is the responsibility of all staff to notify the organisation immediately if there are any changes to their criminal records status.</li> <li>• Current right to work in Australia</li> <li>• Cleared check against the Department of Health &amp; Human Services operated Disability Worker Exclusion Scheme</li> <li>• A valid, employer Working with Children Check may be required if the role has direct contact with children</li> </ul>
<p><b>Other requirements of the role</b></p>	<ul style="list-style-type: none"> <li>• Physical ability to safely undertake all aspect of the role</li> <li>• Availability and willingness to work across a roster incorporating day, evening, weekend and overnight shifts.</li> </ul>

KEY RESPONSIBILITES

<p><b>Provide Support Services</b></p>	<ul style="list-style-type: none"> <li>• Encourage and support people to participate in decision-making about the service they receive.</li> <li>• Identify and apply the ethics of working in a person’s home.</li> <li>• Apply hygiene, personal care and infection control procedures; follow ‘duty of care’ principles.</li> <li>• Report any hazards that may pose as a risk to yourself or the person you are supporting to your Team Leader. Risk assessment is an ongoing responsibility for all Support Workers.</li> <li>• Support each person with his or her daily routines.</li> <li>• Offer Domestic assistance and Support.</li> <li>• Support and encourage participation in a range of community-based activities of their choice.</li> <li>• Support people to establish healthy, positive relationships and maintain an environment that prevents challenging behaviour.</li> <li>• Assist people with disabilities to identify what their dreams and aspirations are through the development of a person centered plan (if required).</li> <li>• Use aids and equipment specifically intended for each person.</li> <li>• Assist the person you are supporting to use public transport or provide transport where required if this is part of the persons personal plan.</li> <li>• Assist people to manage their medication routines as required.</li> <li>• Regard all information about the person you are supporting in the course of your work as confidential.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Use meaningful and relevant communication strategies and/or tools when working with PwS.</li> <li>• Be sensitive to how cultural differences may impact on communication styles and respond positively to these differences.</li> <li>• Provide support in a manner that respects and enhances each persons right to privacy and treat all information within the privacy and confidentiality guidelines of the organisation.</li> <li>• Keep personal records and documentation up to date.</li> <li>• Participate in maintaining communication and information management systems.</li> <li>• Liaise with and maintain linkages with community services relevant to the people we support and the role.</li> </ul>
<p><b>Occupational Health and Safety (OHS) and Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Report any hazards or issues that impact on the safety of the workplace</li> <li>• Fulfill your role in a manner that uses safe work practices to support PwS to achieve personal outcomes.</li> <li>• To adhere to organisational policies, procedures and line management directives.</li> </ul>

<p><b>Quality Assurance and Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of the relevant standards pertaining to the service and the philosophy and requirements of the standards</li> <li>• Promotes the philosophy of the quality standards and the rights of people we support to the general community when appropriate</li> <li>• Ensures necessary documentation is completed as required and in a manner which reflects outcomes for the individual</li> <li>• Ensures people we support are supported to understand their right and ability to participate in the independent monitoring process and to contributing to the overall improvement of the quality of service delivery</li> <li>• Attends all necessary meetings and provides feedback on the current state of the organisation's quality system</li> <li>• Ensures work practices and service delivery reflect the recommendations of the current quality improvement plan</li> </ul>
<p><b>Team Work</b></p>	<ul style="list-style-type: none"> <li>• Attend and actively participate in rostered staff team meetings</li> <li>• Follow team decisions and routine instructions with regard to work practices. Undertake portfolio tasks as assigned and agreed to with immediate supervisor</li> </ul>
<p><b>Liaison with key stakeholders</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain positive relationships and work together with other staff, service providers, family members and friends of the people we support.</li> </ul>
<p>Physical and/or psychological requirements of the role:</p>	
<p><b>Physical</b></p>	<p>Refer to Job Task Analysis form for details information on Key Physical Demands of the role.</p>
<p><b>Psychological</b></p>	<p>Varies from client to client, but may involve demonstrating personal attributes such as patience, resilience, flexibility, compassion &amp; empathy.</p>



ORGANISATIONAL RESPONSIBILITIES APPLICABLE TO ALL ROLES

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive
- I have read, understood and accepted the above position description and associated attachments.
- I confirm my skills, experience and qualification match those which are sought.
- I consent to The Tipping Foundation disclosing my personal details to third parties to undertake required Safety Screening checks as part of my application and during employment should my application be successful or when required to do so by Law.
- I agree to notify the organisation immediately of any changes to my criminal records status.
- The Tipping Foundation is a child safe organisation and I have a responsibility to uphold the organisation's commitment to ensuring the safety and wellbeing of children.

**Employee signature:**

Print name:

Date:

**Line Manager signature:**

Print name:

Date: