


Position Title	Direct Support Worker – Residential		
Organisation	The Tipping Foundation	Department/Service	Services
Line Manager	Client Engagement Coordinator	Direct Reports	
Region		Type	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 works within a group home living environment supporting up to 6 people with a disability living together to achieve individual goals and ambitions and realise their optimum level of independence. The role works as a part of a team to provide positive</p>

	<p>and consistent support to the people living in this setting.</p> <p>This role is responsible for enabling the people with disability we support to choose how they live within the shared supported accommodation setting and 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 Centred 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 and fulfil individual life choices.</li> <li>• Ability to communicate effectively with staff, families and other professionals.</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>• Effective language and literacy skills and a demonstrated capacity to maintain accurate, legible records in writing and/or on the computer.</li> <li>• Demonstrated ability to identify and resolve problems.</li> <li>• Excellent planning and organisational abilities;</li> <li>• Professional Integrity and reliability.</li> <li>• First Aid Certificate Level 2</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 residential based setting.</li> </ul>
<p><b>Behavioural Capabilities</b></p>	<ul style="list-style-type: none"> <li>• Respectful and ethical</li> <li>• Outcome focused</li> <li>• Approachable and collaborative</li> <li>• High degree of integrity and a values driven approach</li> <li>• Flexible and resilient</li> <li>• Organisational commitment</li> <li>• Team and client focused</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Disability Work or in a related field</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</li> </ul>

	<p>Disability Worker Exclusion Scheme</p> <ul style="list-style-type: none"> <li>• A valid, employer Working with Children Check may be required if the role has direct contact with children</li> </ul>
<b>Other requirements of the role</b>	<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	
<b>Person Centered Active Support</b>	<ul style="list-style-type: none"> <li>• Provide support and assistance to the people we support utilising an active support approach enhancing each person’s level of skill, confidence and independence.</li> <li>• Involve people we support in developing their individual plan so they can pursue meaningful tasks and activities of their choice, interest and ability.</li> <li>• Encourage and assist the people we support to actively participate in daily living activities and decision making.</li> <li>• Encourage outdoor tasks and activities to promote better health.</li> <li>• Support clients to attend and participate in annual health reviews and specialist assessments where required.</li> <li>• Assist the people we support to participate in social networks, recreational activities of their choice and facilitate opportunities for active participation of each person within the local and broader community with an understanding of their lifestyle choices along with their cultural, linguistic and spiritual backgrounds.</li> <li>• Model positive social behaviour and interactions with all people.</li> <li>• Support and encourage each person we support to speak for themselves and have their voices and opinions heard. Monitor, review and report on the involvement and progress on activities and tasks undertaken by the people we support.</li> <li>• Follow organisational policy, procedures, strategies and practice information and support strategies in fulfilling the role. Ensure all supports are delivered in manner that is free from abuse and neglect.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Use meaningful and relevant communication strategies and/or tools when working with the people we support to truly understand their desired quality of life outcomes.</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 person’s right to privacy and treat all information within the organisation’s privacy and confidentiality policy.</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, incidents or issues that impact on the safety of the workplace.</li> <li>• Fulfil your role in a manner that uses safe work practices to support PWS to achieve personal outcomes.</li> <li>• To adhere to organisational occupational health and safety policies, procedures and line management directives.</li> <li>• Contribute to resolving workplace safety issues proactively and collaboratively.</li> </ul>
<p><b>Quality Assurance and Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of the relevant service standards the organization must operate within and how these relate to the position.</li> <li>• Promotes the quality service standards</li> <li>• Uphold client rights and advocate on their behalf where required and appropriate.</li> <li>• Ensures necessary documentation, such as Person Centred Plans, Client Support Plans, Health, Behaviour Support Plans, daily records and charts are 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>• Participate in supervision and support sessions with the team leader as an opportunity to contribute to individual and service outcomes and as part of your professional development.</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.</li> <li>• Contribute positively to the team and in delivering a consistent approach to supporting clients.</li> <li>• Undertake delegated tasks as assigned and agreed to with immediate supervisor.</li> <li>• Conduct and participate in shift handover processes with other staff</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> <li>• Uphold and demonstrate the organisations core values of Respect, Equality, Working Together, Accountability and Innovation.</li> <li>• Abide by the organisations equality and diversity policy ensuring your interactions and communication is free what could be perceived as bullying and/or, harassment resolve issues</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 detailed 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: