

## Position Description

<b>Position Title:</b>	<b>Community Support Worker</b>
<b>Classification:</b>	<b>Community Support Worker 1 – 4 (Refer to Cara Inc. Collective Agreement 2009)</b>
<b>Reports to:</b>	<b>Team Leader [Accommodation]/Manager (Respite]</b>
<b>Directly Manages:</b>	<b>Not Applicable</b>

## Purpose

*Provides direct care services for people with severe and multiple disabilities by providing a range of quality community based accommodation and respite services which meet individual client's needs.*

## Essential Position Results

### Ensures client needs are met by:

- providing direct care in a supportive and safe environment;
- supporting and encouraging family relationships and friendships;
- acting as an ambassador and / or advocate for clients, the particular service and Cara generally;
- facilitating client communication and enhancing their choice and decision making processes;
- enhancing opportunities for learning, skill development and independence for clients;
- implementing service policies and procedures as directed;
- assisting where appropriate in services' development and service standards as directed;
- following work instructions specific to the service;
- assisting clients in all aspects of personal care including lifting and positioning;
- undertaking a Key Worker role as directed;
- promoting the dignity and positive image of clients within the community;
- maintaining effective communication between clients, carers, families and staff as required;
- undertaking a range of household duties, eg cleaning, preparing meals, laundry;
- maintaining the cleanliness of Cara vehicles and other client equipment;
- becoming familiar with and implementing the requirements within clients' individual support plans, eg mealtime management guidelines, manual handling plans;
- participating in Cara's reporting mechanisms as required;
- providing community inclusion and networking opportunities for clients and supporting clients' leisure activities, as required.

### Ensures client health needs are met by:

- administering prescribed medication to individual clients as part of a health care plan and in accordance with the Health Care Policy;
- maintaining competency in relevant health support training;
- maintaining an awareness of local medical services;
- supporting client choice and type of medical services;
- recording administration of prescribed medication.

### General

**Maintains a professional approach in the workplace** by adhering to Cara's values and goals.

**Maintains professional and technical knowledge** by attending relevant training workshops or seminars, as required.

**Maintains and demonstrates a commitment to customer service** by supporting Cara's continuous improvement processes.

**Maintains client confidentiality and protects operations** by ensuring sensitive information is kept secure.

**Maintains a culturally aware and sensitive profile with the customer base of the organization** by adhering to Cara's values and contributing to staff development, knowledge and understanding of cultural diversity.

**Maintains a healthy and safe workplace by:**

- taking reasonable care to protect own safety and that of others whilst at work;
- adhering to OHS & W policies and procedures;
- obeying any reasonable instruction from Cara Management;
- using and maintaining equipment provided for health or safety purposes;
- not being affected by consumption of alcohol or a drug in such a way as to endanger own safety or that of others in the workplace;
- actively supporting any colleague who may injure themselves at work.

**Maintains Safe Environments for children and vulnerable adults by:**

- observing and implementing Cara's procedures and practices on creating secure environments and the protection of children and vulnerable adults;
- cooperating with strategies to actively ensure the safety, protection and well-being of children and other vulnerable people ie Cara clients, including cooperating with any investigations that may be required.

**Maintains Equal Opportunity principles in the workplace** by adhering to EO legislation and relevant Human Resource policies.

### Special Conditions

- Certificate III in Disability or equivalent
- An IELTS score of 7.5 or above
- Satisfactory National Criminal History Check (CrimTrac), and assessment of criminal history and background information by the Department for Communities and Social Inclusion (updated every two years) or Statutory Declaration if applicable.
- Current SA Driver's License, Class Car and willingness to drive Cara vehicles where required
- Current Apply First Aid / Senior First Aid Certificate
- Current Manual Handling Certificate (i.e. obtained within last 12 months, of commencement date)
- Satisfactory completion of a pre-employment Medical/Manual Handling Assessment with a practitioner of Cara's choosing, where required
- Flexibility and a willingness to travel and work between work locations
- Requirement to work over a seven (7) day roster, including morning, afternoon / evening and weekend shifts, and sleepovers

## Community Support Worker

**Position Description read understood and acknowledged by applicant:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This Position Description is current as at November 2012.**