



**INFORMATION PACKAGE**

**POSITION VACANT**

**DIRECT SUPPORT WORKER (PART TIME)**

**REF NO: ESC112**

**CLOSING DATE: 4.30PM MONDAY 28 MAY 2018**

***CONTENTS***

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

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Thank you for enquiring about  
this position.  
If, after reading the information  
In this package, you would like  
further information please  
contact Sally Pryor on  
(02) 4434 1003



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

**JOB DESCRIPTION  
COMMUNITY ARTS AND RECREATION  
COMMUNITY CARE**

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<b>JOB TITLE:</b>	Support Worker – Community Care
<b>JOB GRADING:</b>	6
<b>JOB REPORTS TO:</b>	Support Planner, Involve Eurobodalla
<b>PURPOSE OF JOB:</b>	Provide direct support to people with disability and people who are ageing, in a variety of settings including home, community, social and recreational settings.

**MAIN DUTIES AND KEY RESULT AREAS:**

- 1. Provide respectful support, including personal care (e.g. showering, toileting support etc.) to individuals using an enabling, person-centred approach which promotes health, wellbeing and independence.  
KRA: People are provided with respectful, culturally appropriate support and enabled to achieve maximum independence.*
- 2. Support and maintain relationships between individuals and their carer, family and friends.  
KRA: Individuals are supported to maintain significant relationships and be connected to the people of their choice.*
- 3. Provide educative and skills building training to individuals and groups to increase independence and maximise the opportunity for new experience.  
KRA: Participants are supported to learn/relearn skills, increase their independence and provided opportunities for new experiences.*
- 4. Support individuals and/or groups of people to participate in educational and vocational activities that provide them with positive outcomes.  
KRA: People receive the educational and vocational opportunities they require to maximize their strengths and improve their skills.*
- 5. Support individuals and/or groups of people to participate in community, social and recreational activities.  
KRA: People are supported to participate in community, social and recreational activities of their choice.*
- 6. Positively promote inclusion and access for people with a disability and people who are ageing within the local community and at their places of choice.  
KRA: The local community is more aware, understands the needs and values the abilities of people with a disability and people who are ageing.*
- 7. Provide accurate and timely documentation on outcomes of support for individuals or groups of participants:*

*KRA: Documentation is accurate, timely, professional and respectful of participants.*

8. *Work collaboratively as part of a team and independently with minimal supervision.*

*KRA: Demonstrated ability to work in a team and the ability to work independently in the community and in home environments.*

9. *Undertake all requirements of the position in line with approved policies and procedures of Council, the National Disability Standards and the Home Care Standards.*

*KRA: Approved policies and procedures are adhered to, knowledge of the National Disability Standards and Home Care Standards is demonstrated and upheld.*

10. *Within area of responsibility, ensure the application of EEO and Diversity principles, and the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*

*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## **QUALIFICATIONS/EXPERIENCE:**

### **Essential**

1. Minimum Certificate III or equivalent Qualifications in Disability, Aged Care and/or Community Services and/or significant relevant experience.
2. Demonstrated experience in delivering quality supports to people in various settings, including home, community, social and recreational settings.
3. Demonstrated experience in facilitating training and skill development activities and creating opportunities that increase people's independence and experience.
4. Demonstrated ability to work independently or as part of a team.
5. Demonstrated evidence of accurate and objective written and verbal communication skills.
6. Excellent observational skills.
7. Demonstrated ability to safely carry out manual handling tasks including lifting and transfer techniques.
8. Demonstrated understanding of and commitment to the principles and practices of legislation relevant to the position, including the Disability Service Standards and the Home Care Standards.
9. Knowledge of and ability to undertake the legal WHS requirements imposed on employees and a demonstrated knowledge of, or ability to quickly gain knowledge of Council's WHS policies and procedures.
10. Current First Aid certificate either Senior or Advanced (or willingness to acquire same prior to commencement).
11. Current Class C driver license and comprehensively insured vehicle (which can when necessary be used to transport clients to activities).
12. Ability to work flexible hours including evening, weekends and sleepover shifts as dictated by client need.

## **Desirable**

1. Demonstrated experience/ training in behaviour management practices
2. Practical artistic/creative or therapeutic skills

*Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check and Working with Children Check*

*The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.*

*In addition, awareness of and compliance with legislation and regulations as listed below are requirements of this position.*

- *Privacy Act, 1998 (Cth)*
- *Health records and Information Privacy Act, 2002*
  - *NSW Health's Privacy Manual 2004*
- *Home and Community Care Act, 1985*
- *Community Care Common Standards*
- *Southern Highlands Abuse Protocol*
  - *Disability Services Act, 1993*
  - *Disability Service Standards*

**EMPLOYEE:** Vacant

**SUPERVISOR:** Romny Carvan

**DATE:** March 2018

## CONDITIONS OF EMPLOYMENT

Position Title:	Direct Support Worker - Part Time
Reference Number:	ESC 112
Grading:	6 of Council's salary system
Salary Range:	<p>In the range \$28.27 to \$29.75 gross per hour consisting of:</p> <ul style="list-style-type: none"> <li>* Base salary \$25.82 to \$27.17 gross per hour, plus</li> <li>* Superannuation (at 9.5%) \$2.45 to \$2.58 gross on base salary</li> </ul>
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.

Vaccinations

This position requires the successful person to work in dirty environments such as sewerage, leachate and garbage depots, etc. As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis, tetanus and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.

Hours of Work:

Minimum of 21 hours per week. These hours are arranged over a rotating monthly roster and include shift, evening and weekend work.

Location:

Based from Moruya and required to work in various programs and locations across the shire to assist community based clients, and in Council's Supported Accommodation facilities.

Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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