



INFORMATION PACKAGE

POSITIONS VACANT

CASUAL CARE WORKERS INVOLVE EUROBODALLA (DISABILITY) ACTIVE LIVING (SENIOR SERVICES)

REF NO: ESC626

CLOSING DATE: 4.30PM WEDNESDAY 22 JUNE 2022

CONTENTS

- *Important Information*
- *Position Description*
- *Conditions of Employment*
- *Organisation Chart*
- *Division Chart*

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537
Telephone: (02) 4474 7378

Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Nelleke van de Linde on (02) 4474 1014.



Collaborative **Respectful** **Team Spirit** **Professional** **Open + Trusting**



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

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, 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 7378.



Position Description

Casual Direct Support Worker

Position Code	Various
Division	Community Care
Location	Based from Moruya Administration Office and assisting shire wide community members, or in Council's supported accommodation facilities within Moruya or Batemans Bay.
Band/Level	Administrative / Technical / Trades Band 1 Level 4

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

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 (KRA)

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. Undertake all work in line with Council's Core Values.
KRA: All aspects the role incorporate Council's core values: 'collaborate, respectful, team spirit, professional, open & trusting'.

11. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

12. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Minimum Cert III or equivalent Qualifications in Disability, Aged Care and/or Community Services and relevant experience.
2. Demonstrated experience in delivering quality support 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. Ability to work flexible hours including evening, weekends and sleepover shifts as dictated by client need.
10. Willingness and ability to follow EEO diversity principles and practices.
11. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures, and demonstrated understanding of the WHS requirements required of employees in relation to this.

Desirable

1. Demonstrated experience in managing behaviours of concern.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current First Aid certificate either Senior or Advanced (or willingness to acquire same prior to commencement).
2. Current Class C driver license and comprehensively insured vehicle (which can when necessary be used to transport clients to activities).

Appointment to these roles are dependent on an assessment of the results of a National Criminal History Record Check.

For positions working within the Involve Eurobodalla (Disability) sector, a verified clearance as a result of a Working with Children Check and clearance of an NDIS Screening Check is also required.

Current COVID-19 vaccination as per the NSW Government Public Health (COVID-19 Vaccination of Health Care Workers) Order 2021 is a requirement for this role.

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

EMPLOYEE: Vacant
SUPERVISOR: Leanne Sponberg – DSW Development Officer
DATE: June 2022

CONDITIONS OF EMPLOYMENT

Position Title:	Casual Direct Support Worker
Reference Number:	ESC626
Grading:	Grade 6 of Council's salary system
Salary Range:	In the range of \$38.62 to \$40.65 gross per hour comprised of: <ul style="list-style-type: none"> * \$28.09 to \$29.56 gross base salary per hour, * \$7.02 to \$7.39 casual loading (calculated at 25%), * \$3.51 to \$3.70 superannuation (at 10%)
Allowances	Evening Shift Penalty – 15% loading Saturday Shift Penalty – 50% loading Sunday Shift Penalty – 75% loading First Aid Allowance Sleepover Allowance Travel and Vehicle Allowance
Award:	Local Government (State) Award 2020
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.
NDIS Screening Check:	As of 1 February 2021, appointment to the positions within the Involve Eurobodalla (Disability) sector are subject to verified clearance as a result of a NDIS Screening Check as set out in Part 4 of the National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018.
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:** As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
- Hours of Work:** Casual employees are engaged on a day to day basis as operational needs arise. Hours of work are not guaranteed and include weekend and public holiday rosters to cover staff absence and periods of high activity. Hours of work will be as arranged by agreement with the supervisor.
- Location:** Positions will be based from Moruya and required to work in various programs and locations across the shire to assist community based clients, or in Council's Supported Accommodation facilities within Moruya or Batemans Bay.

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



EUROBODALLA SHIRE COUNCIL DIVISION CHART

