

POSITION DESCRIPTION

Position Title:	Residential Support Worker
Business Unit:	Shared & Respite Living
Business Division:	Residential & Individual Supports
Reports To:	Team Leader
Classification:	Victorian Disability Services (NGO) Agreement Level 2
Date Prepared/Updated:	4 August 2021

The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

genU Residential and Individual Supports (RIS) is a division of genU which provides a range of services and supports to people who are retiring, for people who have a disability and people who are aging. genU Residential and Living includes Costa House Residential Aged Care (RAC), Shared and Respite Living, Supported Residential Services (SRS), Retirement Living, Social Housing and all in home and other individual supports for clients of genU. genU are a registered aged care, retirement living and disability provider supplying services throughout Australia.

Position Purpose

The core purpose of the position of Residential Support Worker is to provide personal care, community access and person-centred supports to clients with a disability to undertake

everyday activities, whilst fostering independent living skills and to empower them to make choices that will lead to fulfilment and achievement of individual goals.

Key Accountabilities of Role

- Development and implementation of PCP's in conjunction with the Team Leader
- Promote development and maintenance of independent living skills using formal and informal teaching methods
- Assist clients in undertaking a range of activities of daily living including- medication, personal & self-care, food preparation & mealtime assistance, dressing & maintenance of personal hygiene
- Undertake physical household tasks with clients participating where possible
- Perform personal support work with professional integrity and ensure the privacy and confidentiality of client information
- Receipt and maintenance of written records in accordance with guidelines including- medical records, health and safety concerns, notes on behaviours as per support plan
- Maintenance of accurate financial records including the collection and storage of receipts where staff are required to have direct involvement in handling resident funds
- Accurate and timely completion of payroll related admin
- Prepare compliance reports as required
- Undertake all personal care duties, education and community inclusion tasks in line with active support model
- Demonstrated active contribution to residents goals as per PCP
- Undertake medication distribution and personal care duties with strict adherence to procedure and PCP all of the time
- Timely and accurate completion of all client procedural related paperwork according to specific guideline, procedures and work instructions
- Demonstrated adherence to genU policy/procedure and guidelines at all times
- Attendance, participation and successful completion of all mandatory training and team meetings as required
- Demonstrated commitment to upholding employee responsibilities of WHS policy at all times
- Follows genU staff code of conduct at all times

Key Working Relationships:

Internal:

Managers, team leaders and supervisors
Executive Management team
People & Culture team
Other staff

External:

Unions and employee reps
VHIA, peak bodies & other employer reps
External/outsourced service providers

Member of:

Residential & Individual Supports

Key Selection Criteria & Qualifications:	Essential: <ul style="list-style-type: none"> • Certificate IV in Disability • Current First Aid- Certificate II Level and CPR Certificate • Working with Children's Check • Excellent verbal and written communication skills • NDIS Screening Workers Check • NDIS Worker Orientation Module Certificate of Completion • Satisfactory completion of a police check(s) if required Desirable: <ul style="list-style-type: none"> • Previous experience in the provision of support services to people with disabilities who have complex health issues • Experience in working with Indigenous Australians and people from culturally and linguistically diverse backgrounds
Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
General Information:	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life, and family needs.</p>