

## POSITION DESCRIPTION

### Aged and Disability Support Worker

<b>Reports to:</b>	Aged and Disability Operations Manager	<b>Division:</b>	Aged and Disability Services
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010	<b>Direct Reports:</b>	Nil
<b>Classification:</b>	Social and Community Services Employee Level 2 Pay Point 1 - 4	<b>Approved by:</b>	Chief Executive Officer
<b>BRAMS Classification:</b>	Aged and Disability Support Worker Level 1 - 4	<b>Date approved:</b>	26 July 2022

#### ORGANISATIONAL CONTEXT

The Broome Regional Aboriginal Medical Service (**BRAMS**) is an Aboriginal Community Controlled Health Service which has been caring for the Broome community for more than 40 years. When we first opened our doors in 1978, BRAMS was the first remote Aboriginal Medical Service in Western Australia.

BRAMS provides comprehensive, holistic and culturally responsive primary health care, social and emotional wellbeing services, and NDIS support to Aboriginal people living in Broome. BRAMS delivers more than 40,000 of occasions of service each year. BRAMS delivers services in accordance with our Model of Care.

#### Our Vision

Healthy People – Strong Community – Bright Future

#### Our Mission

Provide holistic and culturally responsive health and wellbeing services for Aboriginal and Torres Strait Islander People. That means making our Mob healthy.

#### POSITION PURPOSE

The Aged and Disability Support Worker is responsible for the provision of person centred support services that empower people with disability and frail aged people to achieve their potential and live the life they choose. This involves undertaking a broad range of duties which range from personal care to management of household tasks which includes administrative functions.



KEY RESULT AREAS	MAIN DUTIES
<b>Personal and Community Support</b>	<p>Provide culturally responsive support services to Aboriginal consumers including but not limited to:</p> <ul style="list-style-type: none"> <li>&gt; Provide individual support and empowerment for consumers to help them to achieve their goals through skill development and meaningful engagement in activities of their choice.</li> <li>&gt; Provide supports aligned to the Person-Centred Plan, chosen by the consumers to meet their individual needs.</li> <li>&gt; Provide personal care support and assistance for consumers.</li> <li>&gt; Provide transport and support to access community and cultural activities as required.</li> <li>&gt; Undertake or assist with the delivery of a range of individual/group-based activities.</li> <li>&gt; Support consumers to establish and build on connections, networks and relationships.</li> <li>&gt; Develop and maintain safe, effective and professional relationships with consumers.</li> <li>&gt; Be flexible and adaptable in situations requiring de-escalation, or resolution of identified issues.</li> <li>&gt; Use clear, concise communication to understand consumers needs and support them in working towards identified goals.</li> <li>&gt; Provide services in accordance with the BRAMS Model of Care.</li> <li>&gt; Ensure timely and accurate records of all service delivery activities are kept on CommCare.</li> <li>&gt; Complete all relevant documents and records for each consumer within the given time frames and all other paperwork relevant to the role in line with organisational policies and procedures.</li> </ul>
<b>Positive Working Relationships</b>	<p>Liaise and work collaboratively with key stakeholders including but not limited to:</p> <ul style="list-style-type: none"> <li>&gt; Develop and establish effective professional working relationships with external services that enable the delivery of consumer outcomes.</li> <li>&gt; Work in partnership with key service providers to coordinate, deliver activities and support to engage consumers.</li> <li>&gt; Build and maintain links with the consumers community networks, including supporting and making connections with family, carers, community and other supports.</li> </ul>



<b>Personal Accountability</b>	<p>Compliance with BRAMS' values, code of conduct, policies and procedures and relevant government legislation and standards including but not limited to:</p> <ul style="list-style-type: none"> <li>&gt; Work collaboratively with BRAMS employees and external stakeholders in accordance with BRAMS' values and professional standards of behaviour.</li> <li>&gt; Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.</li> <li>&gt; Identify opportunities to integrate and work collaboratively across teams.</li> <li>&gt; Promote a positive safety culture by contributing to health and safety consultation and communication.</li> </ul>
<b>Quality and Risk</b>	<p>Practice complies with delegated scope of practice including but not limited to:</p> <ul style="list-style-type: none"> <li>&gt; Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li> <li>&gt; Comply with all BRAMS Policies and Procedures.</li> <li>&gt; Liaise with the Aged and Disability Operations Manager on any service delivery issues.</li> <li>&gt; Report areas of serious risk to the Aged and Disability Operations Manager and work together to mitigate those risks.</li> </ul>
<p>The duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role. BRAMS reserves the right to vary the Position Description.</p>	

#### KEY PERFORMANCE INDICATORS

The employee will be required to participate in the development of an individual workplan which will include key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to BRAMS values and strategic directions.

#### KEY RELATIONSHIPS

##### Internal

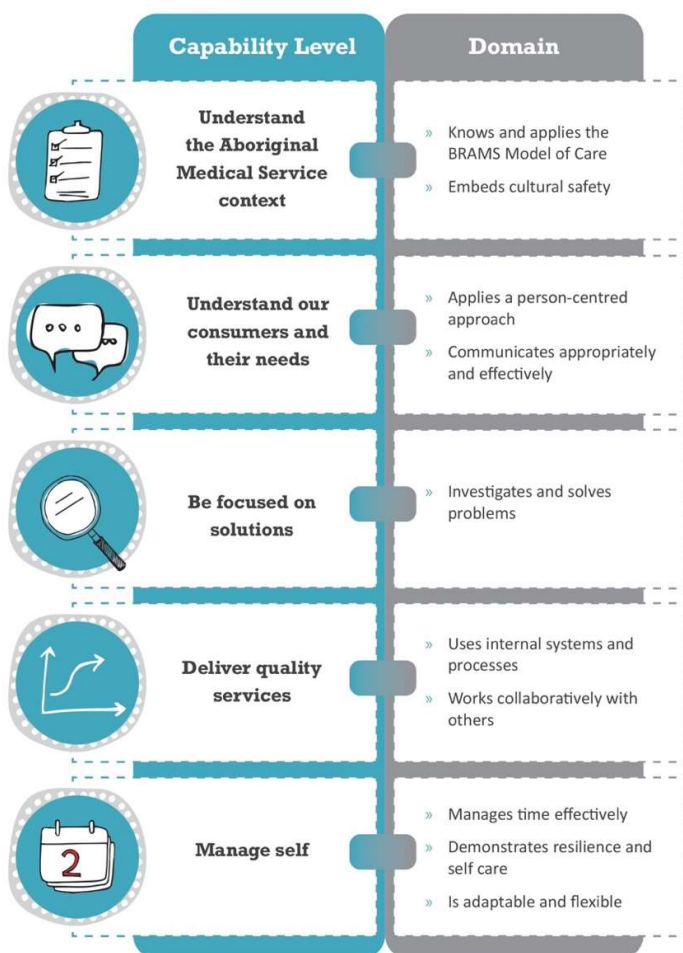
<b>CEO</b>	The CEO may make day to day requests for support and information from the Aged and Disability Support Worker.
<b>Aged and Disability Operations Manager</b>	The Aged and Disability Operations Manager is the first point of contact for the overall direction of work and will provide support and supervision to the Aged and Disability Support Worker.



<b>Aged and Disability General Manager</b>	The Aged and Disability Support Worker may receive guidance and direction from the Aged and Disability General Manager.
<b>Consumers</b>	The Aged and Disability Support Worker will develop and maintain caring, supportive, professional relationships with consumers ensuring professional boundaries are established and maintained.
<b>External</b>	
<b>External Stakeholders</b>	The Aged and Disability Support Worker will develop and maintain strong links with external stakeholders in the delivery of the Aged and Disability Program.

#### WORKFORCE CAPABILITY FRAMEWORK

BRAMS is operating in a rapidly changing environment which requires our workforce to build capabilities and quality to enable - and drive - sector reforms, particularly the Closing the Gap initiative. These stages of work can be thought of as 'domains', and are intended to be consistent with BRAMS' Model of Care. Each domain comprises several capabilities that enable BRAMS staff to achieve the objectives of that stage of work. These domains and capabilities combine to form the capability framework for BRAMS.



## CAPABILITY LEVELS FOR THE POSITION

Capability levels for the position are as follows and reflect a progressive increase in complexity and skill:

Foundational > Established > Leading

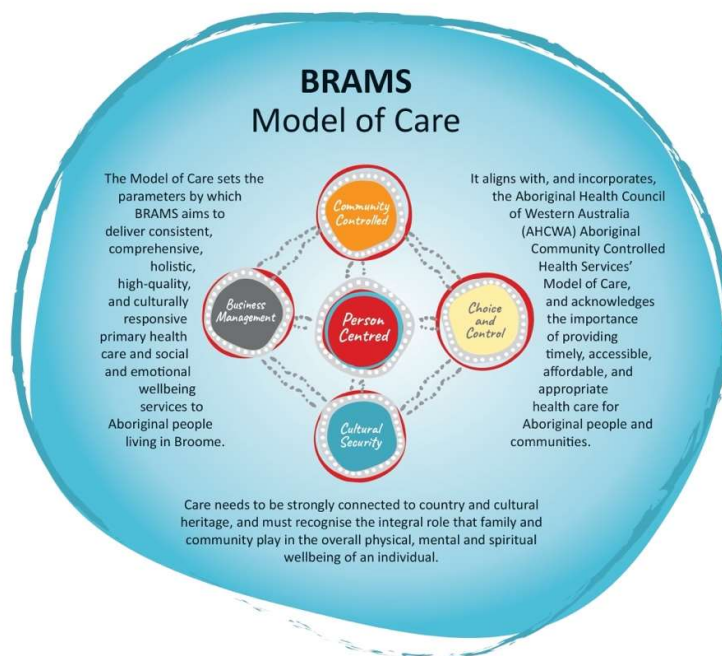
CAPABILITY	DOMAIN	LEVEL
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	Understand the Aboriginal Medical Service context	Knows and applies the BRAMS Model of Care	ESTABLISHED
		Embeds cultural safety	ESTABLISHED
	Understands our consumers and their needs	Applies a person-centred approach	ESTABLISHED
		Communicates appropriately and effectively	ESTABLISHED
	Be focused on solutions	Investigates and solves problems	ESTABLISHED
	Deliver quality service	Uses internal systems and processes	ESTABLISHED
		Works collaboratively with others	ESTABLISHED
	Manage self	Manages time effectively	ESTABLISHED
		Demonstrates resilience and self-care	ESTABLISHED
		Is adaptable and flexible	ESTABLISHED

## BRAMS MODEL OF CARE

The BRAMS Model of Care is an expression of our collective goals of delivering high quality comprehensive health and wellbeing for Aboriginal people. Our Model of Care is defined in the figure below.



## VALUES

The values of BRAMS are used to indicate the type of conduct required by our employees and the conduct that our consumers can expect from our service:

- **Respect:** Treat one another and others with respect.
- **Integrity:** Be truthful, honest and ethical in our dealing with one another and others.
- **Accountability:** Take responsibility for what we do and the decisions we make.
- **Quality:** Provide high quality services that meet the expectations of our clients and the community.

## EMPLOYMENT SCREENING



Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with BRAMS Employment Screening Policy. The following checks will be required for this role:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> National Police Check       | <input checked="" type="checkbox"/> Pre-Employment Medical Assessment           |
| <input checked="" type="checkbox"/> Working with Children Check | <input checked="" type="checkbox"/> National Disability Insurance Service Check |
| <input checked="" type="checkbox"/> AHPRA Verification Check    | <input checked="" type="checkbox"/> Drivers Licence Verification Check          |
| <input type="checkbox"/> Passenger Transport Driver Check       | <input checked="" type="checkbox"/> COVID-19 Vaccination                        |

## SELECTION CRITERIA

*Candidates for the position of Aged and Disability Support Worker must address the following selection criteria:*

### **Essential Criteria**

- > Minimum Certificate III qualification in Aged Care / Community Services / Disability Services or related fields or equivalent experience in a relevant sector.

### **Desirable**

- > Demonstrated experience or understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people, including a demonstrated awareness of and sensitivity to Aboriginal culture and history.
- > Demonstrated computers skills, including the use of all Microsoft Office applications
- > Personal organisation skills including time management and ability to prioritise competing demands.
- > Commitment to using a human rights based, person centred approach in working with consumers.
- > Demonstrated ability to work effectively with others as part of a team and contribute to team goals.

## ROLE ACCEPTANCE

I have read and understood the responsibilities associated with this role the organisational context and the values of BRAMS as outlined within this document.

Employee Signature:

Date: