

## **SOMERVILLE COMMUNITY SERVICES INC**

### **JOB DESCRIPTION**

**Title:** **DISABILITY SUPPORT WORKER**

**Responsible to:** Team Leader – Disability Services

**Accountable to:** Regional Manager Disability Services - Darwin

**Service:** To provide community based supported accommodation for people with disabilities in Darwin

Work as part of a team to realise the needs, wants, desires and aspirations of the people we support.

**Selection Criteria:**

**Essential Requirements**

1. Commitment to assist those disadvantaged in and damaged by our society through appropriate service delivery models
2. Sound communication skills – verbal and written
3. Ability to work effectively in a team environment
4. Effective organisational and time management skills
5. Commitment to cross cultural awareness
6. High level of professionalism including the confidential management of all organisational, service user and employee information
7. Commitment to work to Organisation policies and procedures
8. Comply with Somerville's Code of Conduct
9. Implement Occupational Health Safety practices
10. Commitment to continuous organisational and professional development

**Qualifications/Experience**

1. Relevant experience working in human and community services
2. Relevant qualifications in human and community services and or willingness to obtain them within an agreed timeframe
3. Able to demonstrate an understanding the impact that disability has on a person's life
4. Understanding, ability and willingness to implement Person-Centred Practices

**Additional Requirements**

1. Criminal History Check
2. Working with Children Clearance
3. Current First Aid Certificate
4. Vaccinations – Influenza, Hepatitis A, Hepatitis B & COVID 19
5. NDIS Worker Screening Clearance

## **Duties and Responsibilities:**

1. **Direct Care Support:** Work independently and with colleagues in undertaking direct care duties for and with individuals as specified in their personal programs. Direct care support includes duties that relate to basic self-care and skills development, acquisition and maintenance for greater independence within the home and community. Staff will work to a level that ensures the highest standard of personal care possible. Duties may include:
  - a. assistance with personal care routines such as bathing, toileting including use of continence aids, dressing and grooming, eating / feeding, medication management
  - b. assistance with transferring and mobility
  - c. providing additional support where required, such as gastrostomy feeding, blood sugar monitoring, etc. where appropriate training has been provided
  - d. implementing personalised training programs with people supported in the program in a diverse range of areas including: shopping, transport, communication, managing finances, meal preparation, medication management, housework and basic home maintenance
  - e. arranging, supporting and undertaking with service users home based and community based activities
  - f. provide effective behavioural support to individuals under the direction of the Coordinator and in line with their written interaction guidelines
2. **Domestic Duties:** Work independently and with colleagues and service users to complete the necessary domestic and household duties required within the house. Duties may include:
  - a. meal preparation
  - b. household shopping
  - c. laundry and ironing
  - d. basic garden maintenance which may also include lawn mowing, blower vacuuming, pruning
  - e. pet care
  - f. ensuring all aspects of the household both indoor and outdoor are well maintained
  - g. ensuring all household and personal appliances are well maintained and are clean and in safe working condition, identifying, removing and notifying administration when faults are identified in accordance with policy and procedure
  - h. vehicle maintenance (refueling, checking tyre pressure, water levels, cleanliness inside and out)
3. **Administrative Duties:** Timely and accurate completion of required administrative tasks and associated documentation. Administrative tasks relate to both service operation and records of individual service users. Administrative tasks may include but not be limited to:
  - a. household communication diary
  - b. individuals diaries
  - c. individuals program notes and checklists
  - d. WHS checklists and forms
  - e. handover documents
  - f. reconciliation of individuals funds and household petty cash
  - g. incident and accident reporting
  - h. attendance at meetings and training
  - i. review and input into organisation's policy and procedures
  - j. undertaking a key worker role

- k. communication with and accurate documentation of conversations with family, friends, guardians, health practitioners and the like
- 4. **Understanding of and commitment to the principles and practice underpinning Somerville's disability service.** Disability Support Workers will demonstrate this through:
  - a. providing support and encouragement to assist people to have a meaningful life ensuring privacy and dignity is maintained at all times
  - b. respect and work cooperatively with others enabling the individual to live in their own home within their local community
  - c. ensure emotional/psychological needs are supported and monitored
  - d. be aware of and sensitive to cultural, traditional and spiritual needs of the people we support.
- 5. Any other duties as requested by a Coordinator, Team Leader or Manager.