



## Disability Support Worker

### Position Description

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<b>Position Title</b>	Disability Support Worker
<b>Responsible Council</b>	Sydney Archdiocese Central Council
<b>Reports To</b>	Site Leader
<b>Base Location</b>	Various locations
<b>Primary position objective</b>	This position is responsible for the direct care and capacity building of people with disability.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833 who with a group of friends wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 employees. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Service Overview

Sydney Archdiocese Disability Services provides a stable, safe environment that supports people with disability to achieve their goals and develop their life skills and independence. Our programs include centre-based and recreational day programs as well as respite and longer term accommodation services.

## Duties and Responsibilities

### Participants

- Model and promote the dignity and rights of participants at all times.
- Develop the independence, community involvement, social and recreational skills of participants.
- Provide appropriate personal care, behaviour support and supervision according to participants' individual plans.
- Provide feedback and contribute to the evaluation of participants' individual plans.
- Administer medication according to participants' medication plans.
- Deliver programs/activities designed to meet individual needs.
- Follow reasonable direction from supervisor.

### Service Delivery

- Maintain a safe, welcoming environment.
- Assist in all aspects of the provision of centre/based and/or accommodation services for participants to an established quality standard.
- Maintain daily records and other documentation as required.
- Manage the flow of participants and visitors in a safe and responsible manner as set out in service procedure.
- Implement appropriate routines for participants as directed.
- Work in a "risk management" framework to ensure the safety and security of participants and be proactive in ensuring that WHS standards are met and maintained in the workplace.

### Team/Society

- Maintain good relationships with other bodies that interact with the Society.
- Attend and actively participate in team meetings.
- Provide reports to management as required.
- Perform other related duties as may be requested from time to time.

### Employee

- Participate in training workshops and ongoing professional development.
- Promote and maintain high WHS standards, adhering to all Society WHS policies and procedures and meeting WHS obligations.
- Work collaboratively with all stakeholders in a manner that promotes a positive organisational culture.
- Provide constructive feedback to supervisor.
- Attend regular supervision and participate in the Society's annual appraisal process.
- Ensure security and confidentiality of all participant and Society information.
- Work within the Society's Code of Conduct.

## Essential Criteria

- Appropriate Certificate or equivalent experience working with people with a disability.
- Knowledge of and sensitivity to the needs of people with a disability and their carers.
- Good written and oral communication skills, including good interpersonal skills with a demonstrated ability to relate positively and confidently with a wide range of people, in a variety of settings.
- Demonstrated ability to work as part of a team and to work independently and unsupervised.

- Ability to work flexible hours.
- Willingness to work within the ethos and Mission Statement of the St Vincent de Paul Society and the Society's Code of Conduct and ability to maintain an ethical and non-judgmental attitude towards clients, volunteers and staff, and a commitment to this.
- Sound understanding of child protection issues, legislation and requirements.
- Ability to use sound judgement and act appropriately in crisis and emergency situations.
- Demonstrated experience in working with people with challenging behaviours.
- Demonstrated computer skills and knowledge of commonly used computer software.
- Current NSW drivers licence.
- Current First Aid Certificate or willingness to obtain.
- Good knowledge of WHS legislation as it relates to the workplace.

## **Desired Criteria**

- Experience working in a residential service and/or with peoples with disability.
- Experience in a service environment which required the demonstration of consistent quality standards.