

Position details

Title	Support Worker
Reports to	Support Options Service Co-ordinator
Classification	As per Employment Contract and SCHADS Award 2010
Principal objective/s	To provide support and care appropriate to the individual needs and circumstances of each Client/Participant.
	Ensure that Client/Participant can access and participate in services and activities directly linked to planned goals and outcomes.
	To create a supportive environment for each individual Client/Participant that enhances their life, promotes their independence and maximises their choices.
	To work flexibly and collaboratively with the family members and ConneXtions teams. Actively promote the guiding principles of the ConneXtions organisation specifically "community inclusion".
Responsibilities and duties	1. To work safely and participate in relevant Work Health and Safety processes, including Hazard identification and Risk Assessment.
	2. To report any incidents or "near miss" situations as stipulated in the ConneXtions Incident Reporting Policy.
	3. To comply at all times with requirements as outlined within ConneXtions & NDIS Codes of Conduct.
	4. To participate in internal and external training as requested and negotiated. Commitment to ongoing learning and development.
	5. Ensure outcomes of goals and objectives are recorded and files are kept up to date. Records shall be kept in the form of case notes. Case notes shall be completed in accordance with ConneXtions policies and procedures; provide regular feedback and reflect the Client/Participant journey. At all times case notes must be maintained in an accurate and timely manner.
	6. To provide or assist Client/Participant to access transport as required
	7. To work co-operatively with specialists, family members and service providers to ensure the best interests of the Client/Participant are served.
	8. Ensure that support is linguistically and culturally appropriate to the needs of the people we support. Value and respect the diversity of cultures in the process of implementing Support plans.

	10. To actively participate in the ongoing review and development of ConneXtions service models, policies , procedures and work practices.
	11. To access and understand, maintain and update Client/Participant profiles to ensure accuracy and currency
	13. Assist, support and develop independence in personal care, health care and hygiene in areas such as dressing, washing, toileting and eating as required.
	14. Review and comprehend medication requirements of Client/ Participant. Have an understanding of implications and side effects associated with medication regime.

Selection criteria	<ul style="list-style-type: none"> • Solid understanding and working knowledge of issues facing people with disabilities and their families.
	<ul style="list-style-type: none"> • Highly developed communication skills including community and stakeholder engagement, as well as a professional level of oral and written communication skills.
	<ul style="list-style-type: none"> • Demonstrated ability to work and function as an effective team member.
	<ul style="list-style-type: none"> • Demonstrated capacity to creatively challenge accepted practice.
	<ul style="list-style-type: none"> • Computer literacy – (intermediate level) – Microsoft Office, and relevant client management software. High levels of accuracy and attention to detail.
	<ul style="list-style-type: none"> • Strong working knowledge of strengths based person centered practice.
Other requirements	Ability to work flexible hours.
	NDIS Workers Screening Check. (NDIS CHECK). Including a Working with Children's Check
	Current driver's licence and Comprehensive Car Insurance.
	Completed NDIS Workers Orientation Module, Zero Tolerance Modules, Covid-19 and infection Control Modules & Training on safely using PPE
	Current First Aid including Anaphylaxis & CPR Certificate

Approved	
Name	
Position	
Signature	
Date	

Incumbent statement

I have read and understood the above position description.

Signed: Name: Date: