



Personal Assistant Position Description

- POSITION TITLE:** Personal Assistant – PA (casual hours / EFT as negotiated)
- LOCATION:** Applicable to all locations of ConneXtions
- REPORTS TO:** Family/Customer/Support Coordinator
- DIRECT SUPPORTS:** Other Personal Assistants/Therapists/Specialists/Coordinator/Family Members when working as a team
- PRIMARY FUNCTIONS:**
1. Provide support and care appropriate to the individual needs and circumstances of each participant;
 2. Take direction from the participant, their family members, and Support Coordinator. It is expected that you will take a collaborative approach.
 3. Create a support environment for each individual participant that enhances their life, promotes their independence and maximizes their choices about their life;
 4. Work flexibly and collaboratively with the responsible Coordinator, family members, participants, and other team members, to as far as possible meet the individual needs and preferences of participants.
 5. Work safely and participate in relevant Work Health & Safety processes, including Hazard identification & Risk Assessment, and on-the-job induction and training;
 6. Participate in internal and external training as requested and negotiated;
 7. Participate in quality improvement activities;
 8. Provide individualized, private and confidential support to participants.



Personal Assistant Position Description

SELECTION CRITERIA:

Experience/Skills

Essential

- Experience working in person centred practice
- Community networks in the local region, or the capacity to develop
- Highly developed communication skills including community and stakeholder engagement, as well as a good level of oral and written communication skills
- Ability to apply a person centred, strengths based approach to service provision, capacity building, social inclusion and community engagement
- Computer literacy - (Intermediate level – Microsoft Office, and relevant client management software)

Knowledge/Qualifications

Essential

- Solid understanding and working knowledge of issues facing people with disabilities and their families
- Demonstrated superior understanding of social inclusion, the enabling factors and barriers to social inclusion for people with disability, their families and carers
- Strong working knowledge of strength based and person centred practice
- Current Driver's Licence
- Ability to satisfactorily pass a National Police Check
- Current Working with Children Check or willingness to obtain prior to employment

Desirable

- Certificate III in Community Services or similar or willingness to undertake traineeship

Employee Signature: _____

Dated: _____