
Position Description

Support Worker

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

To empower people with disabilities from ethnic backgrounds, their carers and families, to fully participate as members of the Victorian community.

Mission

To assist people with disabilities from ethnic backgrounds, their carers and families, to access services and to ensure that service systems are inclusive and responsive to their needs.

THE PROGRAMS DEPARTMENT

The Programs department delivers core support to ADEC participants, their carers and families who require Advocacy and NDIS Program support, community access through the Access & Support program, and home and community supports through the Aged Care and Disability Support programs.

Disability Support Program

The Disability Support program provides community access, personal care, domestic services and respite services to persons with disability who receive NDIS and Continuity of Support packages, ISPs and ROC packages.

The program also provides carers and families with ongoing support, information and advice about social, recreation and alternative support services that are available in the community.

Aged Care Program

The Aged Care program supports older people to live independently in their own homes for as long as they can.

The program also supports their families and carers to access information about aged care, and assists the process of referrals to and between service providers via the My Aged Care website and the My Aged Care contact centre.

Position

ROLE

The Support Worker may be employed in either or both of the Disability Support and Aged Care programs, depending on their experience and skills and their personal preference.

In either case, their role is to undertake a range of personal or domestic assistance, personal care, respite, or social support tasks that will enhance the care recipient's family and community engagement.

DUTIES

Deliver services in accordance with rostered hours and task lists.

Assist care recipients through social support and recreational activities to enhance family and community interaction, as required by the client's NDIS Plan Service Agreement and Client Support Plan (CSP).

Undertake a range of personal assistance tasks, as required under the client's Home Care Package Service Agreement or CSP, to assist the care recipient with daily living activities.

Observe, document and report any changes in the carer's or care recipient's behaviour, health and wellbeing.

Keep accurate and up to date client and administrative records.

ACTION on DISABILITY within ETHNIC COMMUNITIES INC.
PD – Support Worker

Participate as required in all supervision and in-house training sessions.

RESPONSIBILITIES

Adhere to ADEC's policies and procedures at all times.

Identify, report and follow up any Workplace Health & Safety (WHS) issues that may have potential to cause harm to Disability Support Workers or their clients.

KEY PERFORMANCE INDICATORS

The Disability Support Worker's performance will be measured against the following criteria:

- The success of Disability Support program activities, as indicated by client feedback.
- Meeting program targets.
- Maintenance of client's records in accordance with ADEC procedures.

KEY SELECTION CRITERIA

Essential

Disability Support program – Certificate III in HACC/Certificate IV in Aged Care, or equivalent.

Aged Care program – Certificate III in HACC/Certificate III in Aged Care, or equivalent

Current Level 2 First Aid and CPR Certificate.

Previous experience in the disability or aged care field, in a comparable position.

Mobile phone.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

Ability to work without direct supervision, within guidelines and procedures.

Desirable

Formal qualifications in social work, community development, community services or related areas.

Excellent time management and task planning skills.

Previous experience of working with carers from ethnic communities.

Second language.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010, Equal Pay Decision of the 1st December 2012 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 2. The terms of employment for any new employee appointed to this position will be stated in a formal Letter of Offer.