

Position Description



Organisation Context

Auburn Diversity Services Inc. (ADSi) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity and social justice. It is committed for developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability.

ADSi designs and delivers services that aim to build capacity and improve outcomes for disadvantaged people and families. For more information of ADSi, please visit www.adsi.org.au

Position Details

| | | | |
|------------------------------|---------------------------|-------------------------------|-----------------|
| Job Reference: | DSW | Version: | 1 |
| Position Title: | Disability Support Worker | | |
| Award Classification: | SCHADS Level 2 | Employment Conditions: | As per Contract |

Relationships

| | |
|------------------------|--|
| Accountable to: | ADSi Board of Directors through the CEO |
| Reporting to: | Community Services Manager/Support Coordination Caseworker |
| Direct Reports: | Nil |

Essential Selection Criteria

| | |
|---|--|
| 1 | Tertiary qualification in Community Services / Disability Services / Aged Care or equivalent |
| 2 | Understanding of service delivery principles to people with disabilities, especially those from culturally and linguistically diverse (CALD) backgrounds |
| 3 | Proven skills to deliver one-on-one or group based support to people with disabilities with focus on skill development and self-independence |
| 4 | Effective verbal and written communication skills and access to a mobile phone |
| 5 | Understanding of Work Health & Safety (WHS), NSW Disability Service Standards and service record requirements |
| 6 | Punctual, courteous and ability to delivery services to clients with disabilities independently |
| 7 | Current First Aid Certificate |
| 8 | Current NSW Working with Children Check (Paid Worker) Clearance |
| 9 | Current National Police Check (Paid Worker) Clearance |

| Desirable Selection Criteria | |
|------------------------------|--|
| 1 | Full NSW Driver's license and access to a fully insured vehicle |
| 2 | Ability to speak a second community language other than English |
| 3 | Experience working in a culturally and linguistically diverse (CALD) environment |

| Primary Roles | Incumbent Initial |
|---|-------------------|
| Ensure that the service schedule for this position is timely and fully implemented with strict compliance to support plan and other requirements | |
| Being flexible in disability support service delivery in terms of time and frequency following key disability service principles, standards and ADSi internal requirements | |

| Position Specific Duties | Incumbent Initial |
|--|-------------------|
| Work with the Community Services Manager/Support Coordination Caseworker to deliver one-on-one or group based support to clients as per support plans/schedules | |
| Provide signed service records and other supporting documents to the Community Services Manager/Support Coordination Caseworker timely and accurately | |
| Respond appropriately to any identified issue, especially those health and safety related and immediately report to the Community Services Manager/Support Coordination Caseworker | |
| Refer client's requests to the Community Services Manager/Support Coordination Caseworker, when necessary or appropriate | |
| Follow directions from the Management regarding service improvements within the organisation | |
| Work collaboratively with other ADSi staff, government and/or non-government agencies to meet special and/or ad hoc needs of clients | |
| Other duties that commensurate with the functions and roles of the position | |

| Position Specific Focus | | Incumbent Initial |
|-------------------------|--|-------------------|
| Service Type | National Disability Insurance Scheme (NDIS) | |
| Cultural Group | All | |
| Age/Gender Group | All | |
| Service Focus | Disability Support with occasional Home Care tasks | |

| General Duties for All ADSi Employees | Incumbent Initial |
|---|-------------------|
| Adhere to ADSi mission, vision and values | |
| Adhere to the ADSi Policies & Procedures, relevant service principles and service standards | |
| Maintain client and organisational privacy and confidentiality | |
| Attend regular supervision and staff meetings | |
| Attend relevant training and professional development | |
| Maintain appropriate records and statistics | |
| Share information and resources with other ADSi staff | |
| Compliant with all WH&S requirements at ADSi | |

| Declaration | Incumbent Initial |
|--|-------------------|
| NSW Working with Children Check (Paid Worker) clearance is mandatory for incumbent of this position prior to employment commencement. | |
| National Police Check Clearance is mandatory for incumbent of this position prior to employment commencement. | |

Incumbent Signature _____ **Date** _____

Manager Signature _____ **Date** _____