

# Position Description

(Human Resources)

## Organisation Context

Accessible Diversity Services Initiative Limited. (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.

For more information of ADSI, please visit [www.adsi.org.au](http://www.adsi.org.au)

## Position Details

<b>Job Reference:</b>	<b>CHSPSW</b>	<b>Version:</b>	<b>2</b>
<b>Position Title:</b>	CHSP Support Worker		
<b>Award Classification:</b>	SCHADS Level 2	<b>Employment Conditions:</b>	As per Contract

## Relationships

<b>Accountable to:</b>	ADSI Board of Directors through the CEO
<b>Reporting to:</b>	Community Services Manager or delegate
<b>Direct Reports:</b>	Nil

## Essential Selection Criteria

<b>1</b>	Certificate IV or above in Aged Care, Individual Support or equivalent with min 1-year paid experience
<b>2</b>	Understanding of service delivery principles to the elderly, especially those from culturally and linguistically diverse (CALD) backgrounds
<b>3</b>	Proven skills to deliver one-on-one and/or group-based support to the elderly for self-independence
<b>4</b>	Effective verbal and written communication skills and access to a smartphone
<b>5</b>	Understanding of Work Health & Safety (WHS) and legislative and operational requirements
<b>6</b>	Punctual, courteous and capability to delivery services and provide support logs independently
<b>7</b>	Current First Aid Certificate
<b>8</b>	Current NSW Working with Children Check (Paid Worker) Clearance
<b>9</b>	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 community language highly regarded, such as Mandarin/Cantonese, or Turkish
3	Paid experience working in a culturally and linguistically diverse (CALD) environment

Primary Roles	Employee Initial
Ensure that the service schedule for this position is timely and fully implemented with strict compliance to support plan and other requirements	
Being <b>flexible in CHSP service delivery</b> in terms of time and frequency following key aged care service principles, standards and ADSI internal standards	

Position Specific Duties	Employee Initial
Work with the Community Services Manager/delegate 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/delegate timely and accurately	
Respond appropriately to any identified issue, especially those health and safety related and immediately report to the Community Services Manager/delegate	
Refer client's requests to other workers 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	Employee Initial	
Service Type	Commonwealth Homecare Support Program (CHSP)	
Cultural Group	Chinese, Turkish and other multilingual communities	
Age/Gender Group	65+/All	
Service Focus	Individual Social Support in conjunction with group-based activities	

<b>General Duties for All ADSI Employees</b>	<b>Employee Initial</b>
Adhere to ADSI mission, vision and values	
Adhere to the ADSI Policies & Procedures, service principles and 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	

<b>Declaration</b>	<b>Employee Initial</b>
NSW Working with Children Check (Paid Worker) clearance is mandatory for Employee of this position <b>prior to</b> employment commencement.	
National Police Check Clearance is mandatory for Employee of this position <b>prior to</b> employment commencement.	

Signature \_\_\_\_\_

Manager Name  
 Position  
 Accessible Diversity Services  
 Initiative Limited

Signature .....

Employee

Date .....

Date \_\_\_\_\_