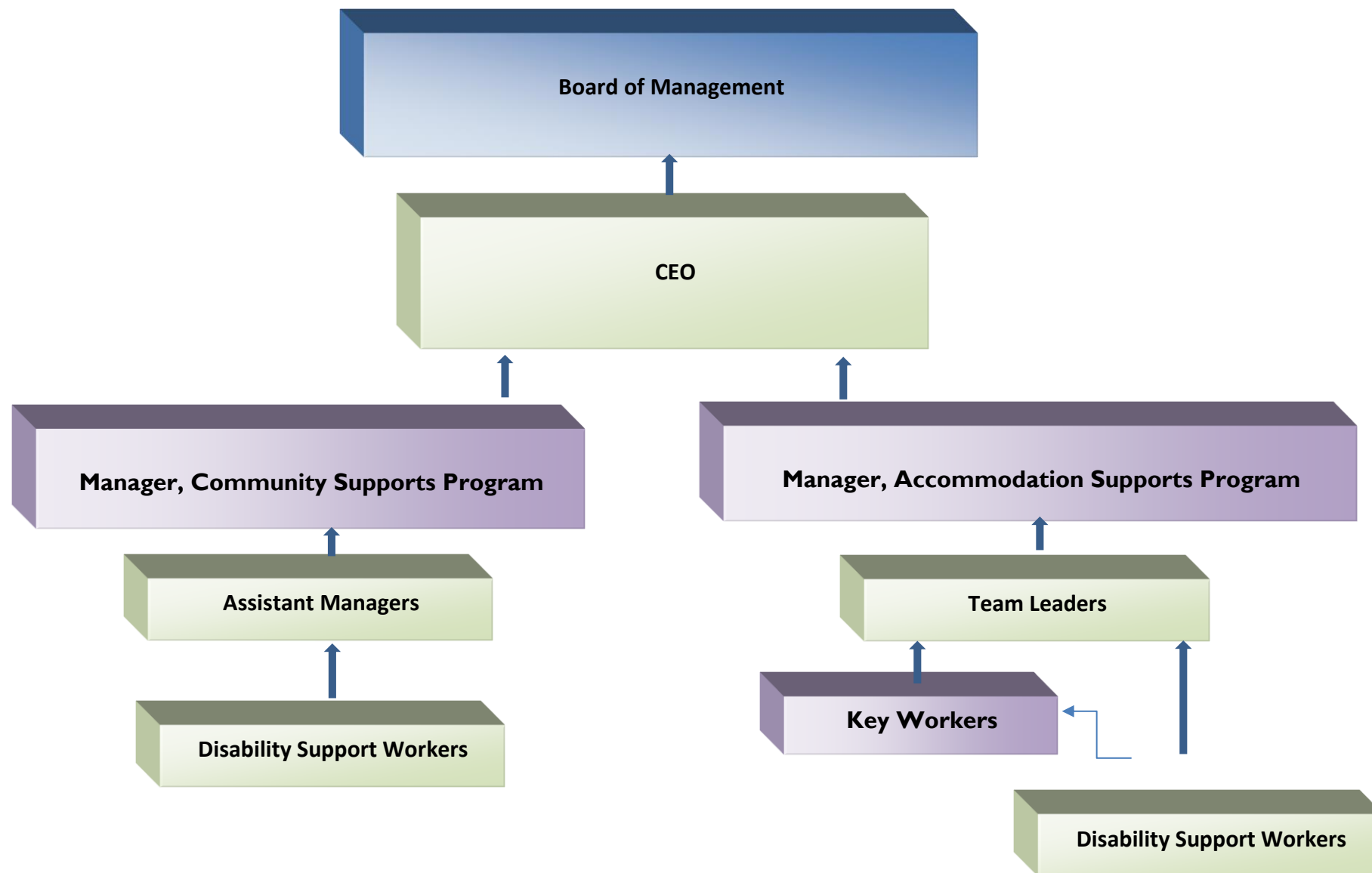


Position Description

Job Title	Disability Support Worker (Level 2)
Position Purpose	To provide high-quality, professional supports that enable clients to exercise their rights, make decisions about their lives, live their lives as independently as possible (where required, assist with daily living tasks), develop their skills and interests, build their relationships, express their individuality, and participate in their chosen community. Protect the client from abuse, neglect, and exploitation.
Responsible To	Team Leader when working as a member of the Accommodation Supports Program Assistant Manager when working as a member of the Community Supports Program
Responsible For	The Disability Support Worker is responsible for: <ul style="list-style-type: none"> • Always acting in the best interests of clients • Maintaining professional standards and boundaries • Contributing to a safe working environment that is free from harassment, bullying, neglect, and exploitation • Always behaving ethically • Always following Montagu Policies and Procedures • Contributing to operational and organisational development by making suggestions for improvements
Key Challenges	<ul style="list-style-type: none"> • Providing support to diverse group of people with varying support needs and aspirations • Contributing to an organisational culture of excellence • Exceeding service standards • Managing competing priorities
Key Results Areas	<ul style="list-style-type: none"> • Delivery of Support Services • Operational Support • Quality Standards, Regulatory Compliance and Continuous Improvement • Mission and Values

Position Description

ORGANISATION CHART:



Position Description

A. JOB REQUIREMENTS

Key Results Area 1	Delivery of Support Services	
Key Tasks:	Job holder is successful when:	
<ul style="list-style-type: none"> • Empower clients by providing encouragement to control decisions affecting their support • Assist in the development, implementation and evaluation of personal goals which build on the strengths of the client and enables them to increase their independent capacity. • Provide opportunities for, and support clients to access and participate in meaningful activities in the community • Support and encourage clients to increase their independence with day to day activities such as personal care, cooking, and other household tasks • Seek feedback on the service from clients and family members and advocate to others as appropriate on behalf of clients • Assist clients to maintain relationships with their family and friends • Support clients to celebrate special occasions and provide opportunities for increased social interaction and participation • Assist clients with all aspects relating to their medication administration as per Montagu policies and procedures • Support clients to arrange and attend relevant appointments/meetings and complete appropriate documentation. Communicate outcomes as necessary • Support clients with day to day financial management ensuring appropriate records are kept and maintained for expenditure of individual and house funds as per policies and procedures • Provide supports that respect every individual's right to privacy and dignity and provide supports free from discrimination, exploitation, abuse, harm, neglect and violence and, respond immediately to any allegations 	<ul style="list-style-type: none"> • Clients indicate that they have control and choice of the services provided and feel safe and respected in making these choices • 100% of clients are working towards goals that encourage independence • 100% of reports of discrimination, exploitation, abuse, harm, neglect and violence are responded to in accordance with the Montagu policy • 100% of clients are satisfied with support services • Where required, 100% of Medications are administered in accordance with Montagu Policy and without error 	
Key Results Area 2	OPERATIONAL SUPPORT	
Key Tasks:	Job holder is successful when:	
<ul style="list-style-type: none"> • Maintain and update daily communication as required including (but not 	<ul style="list-style-type: none"> • 100% of staff are actively implementing and 	

Position Description

<p>limited to): Shift Reports, communication diary, finance books, medical practitioner reports and incident forms</p> <ul style="list-style-type: none"> • Adopt safe working practices and follow all WHS policies and guidelines, including reporting of any equipment faults • Promote work practices free from discrimination, harassment and bullying and report to the Manager instances of inappropriate behaviour • Develop relationships to share information and ideas and to enhance performance. Communicate effectively with all staff • Attend and positively and actively participate in team meetings and attend training as required 	<p>contributing towards the achievement of the Person Receiving Supports goals</p> <ul style="list-style-type: none"> • 100% of written communication is legible, contains appropriate information and are completed as required • Support staff have the necessary skills and knowledge to complete their duties, advice or assistance is sought as necessary. • All support staff work in a safe manner, no workplace injuries are recorded • Montagu Policies and Procedures are adhered to and support style reflects our chosen organisation values
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Key Results Area 3	QUALITY STANDARDS, REGULATORY COMPLIANCE AND CONTINUOUS IMPROVEMENT
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> • Actively seek service feedback • Ensure clients and family members confidentiality is maintained • Comply with, and support adherence to new and existing Montagu policies and procedures including WHS, EEO, standards, codes, regulations and legislative requirements including but not limited to; <ul style="list-style-type: none"> ➤ Tasmanian Disability Services Act 2011 ➤ Privacy Act 1988 ➤ Workplace Health and Safety Act 2012 	<ul style="list-style-type: none"> • Ability to confidentially discuss complaints and provide information to the Manager for response • All services comply with internal and external standards, legislative requirements, resulting in Nil compliance issues

Position Description

<ul style="list-style-type: none"> ➤ Tasmania Poisons Regulations 2008 ➤ Guidelines for administration of medication ➤ Relevant legal, professional and ethical obligations; ➤ Particular contract specifications. <ul style="list-style-type: none"> • Assist in policy reviews, implementing best practice guidelines and continuous improvement activities as required. 	
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B. PURPOSE AND VALUES REQUIREMENTS

Core Area of Responsibility 4	MISSION AND VALUES
Key Tasks	
<ul style="list-style-type: none"> • Actively support Montagu's mission and values; • Positively and constructively represent our organisation to external contacts at all opportunities, participating in appropriate networks and attending forums. • Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times; • Operate in line with Montagu's policies and practices (EG: financial, HR, etc); • To help ensure the health, safety and welfare of self and others working in the organisation; • Follow reasonable directions given by the organisation in relation to WHS. 	

Position Description

C. RECRUITMENT INFORMATION

Competencies:

- Understanding of person centred practice.
- Show passion for quality and commitment to client choice and control.
- Understanding and commitment to the philosophy of Montagu Community Living
- Good communication and interpersonal skills
- Able to problem solve and the ability to work as part of a team
- Computer skills – Basic Word, Excel, Internet & E-mail

Experience and Qualification

Essential:

- Certificate III qualification in Disability or other relevant qualification and/or relevant experience

Desirable:

- First Aid Certificate
- Medication Administration Certificate
- Manual Handling training

Essential Requirements:

- Current Working with Vulnerable People Registration and/or NDIS Worker Screening
- Access to Smart Phone or another device with Internet Access
- Completion of NDIS Worker Orientation Module
- Access to vehicle for work purposes, comprehensive insurance and a valid Tasmanian Car Driver's Licence
- Satisfactory completion of a pre-employment health check

Desirable Requirements

- Ability to attend meetings etc. outside of normal business hours and intrastate travel



Position Description

Award & Working Conditions:

As per the Montagu Collective Union Agreement 2015

D. APPROVAL

CEO's Name:	Russell Penman
Approval date	

E. ACCEPTANCE

Name:	
Date	