

OAKDALE SERVICES TASMANIA

POSITION DESCRIPTION

DISABILITY SUPPORT WORKER Level 3

AWARD: Disability Service Providers Award

AREA OF EMPLOYMENT: Oakdale services

IMMEDIATE SUPERVISOR: Co-ordinator/Manager/ Level 5

FUNCTION

To provide physical, emotional and social support to residents as a member of the direct care team.

To implement training programs with residents which enhance residents' independent living skills.

To assist in maintaining a happy and safe home like environment in which the residents may live in dignity and their rights are safeguarded.

To work within the philosophy of the organisation to achieve the highest possible standard of care for residents.

PRIMARY TASKS

Resident Care

Provide encouragement, training, assistance and supervision to residents for their personal care such as bathing, toileting, dressing, eating.

Provide encouragement, training, assistance and supervision to allow residents to complete domestic duties such as housekeeping, cooking, cleaning, laundry, and gardening.

Provide encouragement, assistance and supervision to residents in their recreation and leisure activities.

Provide social interaction and emotional support to residents and their families.

Accompany residents, when required, in a range of activities to promote maximum physical and social integration into community life.

Administer and monitor prescribed medication in accordance with established policies and guide-lines.

Provide transport for residents as required.

Complete general domestic and maintenance duties.

Such other duties as may be allocated from time to time.

Communication

- Communicate with Residents using recommended procedures whilst encouraging resident's choices and decision making.
- Maintain a record of significant daily events concerning the household, and individual residents, as appropriate in:
 - Residents File;
 - House Diary;
 - Communication Book.
- Maintain client and organisation confidentiality including:
 - Residents' medical history;
 - Information told in confidence.
- Display respect, empathy, understanding and patience towards residents, their families and friends at all times.
- Contribute as a member of the direct care team in the development, implementation and review of residents' personal training and care plans.
- Interact and communicate with other direct care team members in the interests of the residents and of achieving a consistent approach to service provision.

Professional

- Adopt the philosophy of the organisation, work for its achievement and work towards a standard of excellence.
- Ensure continued participation in own self development.
- Assist in the development of residents training procedures and IPP's.
- Promote a positive image of the organisation.

LEVEL OF RESPONSIBILITY

- Accountable for the standard of personal care and training delivered to Residents.
- Support and implement policies and procedures of the organisation.
- Maintain resident, family and organisation confidentiality.
- Assist in the development and implementation of training programs.

- Facilitate development of residents' basic life skills and foster community integration.

DIRECTION/SUPERVISION

This position reports directly to the Manager or Co-ordinator.

As part of the direct service team you may operate individually according to established practices and procedures. Assistance is available at any time from the Manager or Co-ordinator.

KNOWLEDGE AND SKILLS

An employee at this level is required to:-

- relate to residents as participating members of society, whilst respecting their level of knowledge and skills;
- display effective communication skills, both written, verbal and non-verbal;
- demonstrate the positive approach to the rights of people with disabilities;
- assist in training program development and modification;

QUALIFICATIONS:

Essential

- (i) Physically healthy. (Pre-employment Medical - mandatory)
- (ii) 'Manual' drivers licence.

Desirable

- (i) Formal qualifications in developmental disability or related services field.
OR
Experience, deemed to be appropriate and/or equivalent
- (ii) First Aid Certificate.