

OAKDALE Services Tasmania

POSITION DESCRIPTION

DISABILITY SUPPORT WORKER

CLASSIFICATION: Disability Support Worker Level 4

AWARD: Disability Services Providers Award

AREA OF EMPLOYMENT: Oakdale Services Tasmania

IMMEDIATE SUPERVISOR: Co-ordinator/Manager/LEVEL 5

FUNCTION:

To teach residents to acquire basic independent living skills by developing and providing appropriate and effective programs designed to enable residents to reach their maximum potential and enhance their quality of life through training and community participation.

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

Facilitate service and care provision to residents.

To assist in maintaining a happy and safe home 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:**a. Resident Care**

1. Implement programs for residents including, programs designed to improve basic living skills, community participation, hygiene and health, and recreational activities.
2. Provide encouragement, training, assistance and supervision to residents for their personal care such as bathing, toileting, dressing, eating.
3. Provide encouragement, training, assistance and supervision to allow residents to complete domestic duties including, housekeeping, cooking, cleaning, laundry and gardening.
4. Provide encouragement, assistance and supervision to residents in their recreation and leisure activities.
5. Provide social interaction and emotional support to residents and their families.
6. Accompany residents, when required, in a range of activities to promote maximum physical and social integration into community life.
7. Administer prescribed medication in accordance with established policies and guide-lines.

8. Maintain records of individual residents and programs.
9. Participate in developing reports on clients and SCP's/IPP's as required.
10. Facilitate communication with parents/guardians in matters relating to needs and progress of residents.
11. Maintain house vehicle in good repair, clean and presentable, and available at all times for residents.
12. Assist in the co-ordination and delivery of relevant staff training programs.
13. Instruct and supervise other team members at a lower level.
14. Complete general domestic and maintenance duties.
15. Attend to emergencies, in accordance with the policies of the organisation.
16. Provide transport as required.
17. Perform such other duties as are allocated from time to time.

b. Organisational

1. Encourage and assist residents in planning meals, personal budgets, house accounts, and day to day decision making.
2. Organise time and work load to maximise productivity and resident care in the time available.
3. Use all equipment and supplies appropriate to complete duties properly and economically to minimise wastage and/or misuse.
4. Assist other residential workers in carrying out their duties.
5. Encourage and assist residents to participate in planning of recreational services.
6. Monitor and supervise residents at all times and be aware of where they are and what they are doing.

C. Safety

1. Maintain a safe home like environment for residents and staff.
2. Report and document incidents in accordance with the policies of the organisation.
3. Implement correct fire safety procedures.
4. Ensure staff work practices comply with the organisation's Occupational Health and Safety Policies and Procedures.
5. React appropriately to unacceptable resident behaviour and defuse potentially volatile situations.

d. Communication

1. Communicate with residents using recommended procedures whilst encouraging resident choices and decision making.
2. Monitor residents general physical and psychological state and report changes according to organisational policies.
3. Maintain a record of significant daily events concerning the household, and individual residents, as appropriate in:
 - Residents File
 - House Diary
 - Communication Book
 - Handover Book
4. Maintain client and organisation confidentiality including:
 - Resident's medical history;
 - Information told in confidence.
5. Display respect, empathy, understanding and patience towards residents, their families and friends at all times.
6. Liaise with external service providers as appropriate such as medical practitioners, activity centres, community and government services and case managers.
7. Provide written and verbal reports as required.

8. Interact and communicate with other direct care members in the interests of the residents and of achieving a consistent approach to service provision.

e. Financial

1. Assist in the maintenance of house accounts and individual resident's accounts.
2. Ensure appropriate records are kept and maintained for resident and house expenditure in accordance with organisation policies and practices.

PROFESSIONAL

1. Adopt the philosophy of the organisation, work for its achievement and work towards a standard of excellence.
2. Ensure continued participation in own self development.
3. Attend and positively contribute at staff meetings, training sessions and resident's house meetings.
4. Develop residents training procedures in association with the Manager/Senior Supervisor/Co-ordinator as required.
5. Ensure compliance with service standards for accommodation and support services policy of the Department of Community Services and Health.
6. Promote a positive image of the organisation.

LEVEL OF RESPONSIBILITY:

1. Accountable for the standard of personal care and training delivery to residents.
2. Support and implement policies and procedures of the organisation.
3. Supervision of junior staff.

4. Develop, implement, modify and evaluate training programs for residents in life skills and foster community participation.
5. Accountable for correct expenditure of household funds and record keeping.
6. The health and well-being of residents.
7. Act appropriately at all times and be a role model for residents and staff.
8. Ensure the Lodge/house is clean and maintained to community standards.
9. Accountable for the work of other junior staff.
10. Ensure correct and complete administration of medication in accordance with medical instructions and organisational policies and procedures.

PERFORMANCE APPRAISAL:

A yearly performance appraisal is conducted for all staff, based on your position description. All staff shall participate in self evaluation to promote quality service provision and professional growth.

DIRECTION/SUPERVISION:

This position reports directly to the Manager/Co-Ordinator. As team member you operate under general supervision and exercise discretion for the day to day operations of the Lodge/house, subject to instruction and established practices and procedures.

KNOWLEDGE AND SKILLS:

An employee at this level is required to:-

- demonstrate empathy and understanding to issues related to people with disabilities;
- demonstrate knowledge of principles of Community Integration Process including their impact on residents, their families, staff and the community;
- have extensive experience in working with people with disabilities in a residential setting;

- understand the State Disability Standards as they affect service delivery;
 - have effective written and verbal communication skills and demonstrated ability to prepare reports;
 - use initiative and remain calm and control emergency situations and crises. Be able to manage stress;
 - undertake basic bookkeeping and management of resident and house finances;
 - develop training programs for residents in life skills, recreational, social integration and personal hygiene;
 - relate to and advocate to families and external service providers;
 - have knowledge of community services and recreational programs;
 - drive a light public vehicle.
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- **QUALIFICATIONS:**

Essential

- i. Physically healthy.
- ii. Formal qualifications in developmental disability or related services field
OR experience deemed to be appropriate and/or equivalent.
- iii. Manual drivers licence

Desirable

First Aid Certificate.