

FUNCTIONAL JOB DESCRIPTION – DISABILITY SUPPORT WORKER

This document is an addendum to the Position Descriptions for all staff employed as Disability Support Workers.

1. Must be able to work with clients with an intellectual disability or dual diagnosis or other disabilities, including unpredictable behaviour, aggressive behaviour, physical, emotional and verbal abuse and non-co-operation.
2. Staff will work within the philosophy of the organisation and agree to be bound by the Policies, Procedures and Work Instructions of the organisation.
3. Must be able to work consistently as a member of a team and abide by agreed strategies and processes.
4. Must be prepared to participate in mediation training if required.
5. Must be able to support clients in activities that may be contrary to the personal values of the employee: e.g. religious, lifestyle choices etc.
6. Must be able to cope with the physical tasks of the position and support clients in a variety of environments by assisting with tasks including but not limited to:
 - Manual handling such as lifting clients, assisting with mobility such as using appropriate equipment and staff agree to abide by manual handling workplace instructions identifying appropriate techniques and equipment to be used for individual clients. Clients who are not subject to a specific manual handling regime may at times require assistance from staff that may involve weight bearing.
 - Must be physically able to support the manual operation of a wheelchair and client
 - Supporting clients with personal care such as bathing, toileting, feeding, dressing the use of incontinence aids, dental hygiene, menstrual hygiene and grooming.
 - Supporting clients when they are unwell and abide by agreed practices for infection control.

Oakdale Services Tasmania

- Assisting with outdoor leisure and recreation activities
- Gardening and maintaining the exterior appearance of the residence, for example mowing lawns (where necessary), tidying gardens, taking out garbage, taking rubbish to the tip.
- Household chores such as cooking, washing, hanging out washing, ironing, cleaning, washing windows, vacuuming and bed making, routine domestic chores, maintenance of household equipment to a high standard of cleanliness such as white goods, covers on exhaust fans, cleaning bathrooms and toilets, maintenance of client clothing including mending.

The clients living in the shared household have varying levels of ability to undertake or complete such tasks. The ability of the clients should determine the extent of involvement of the staff member in any task; this may range from no physical involvement to being required to complete a task without client input.

7. Must have the physical ability to undertake First Aid, including CPR and undertake emergency treatment of cuts, epilepsy, burns or other minor injuries that may occur.
8. Must be able to cope with stressful situations that can occur when working with unpredictable clients who may change their behaviours very quickly and/or frequently. This may include the onset of serious illness or even the death of a client. Workers need to be able to leave home situations at home and work situations at work, to avoid overlapping and increasing stress on clients, co-workers and themselves.
9. Must be able to appreciate that they will often be working on their own with an individual or group of residents with an intellectual disability or dual diagnosis and/or physical or neurological disability. While there is backup and support through the level 5, Co-ordinator and Manager, there may be some delay.
10. Staff may be required to support clients to attend medical and/or personal appointments, shopping and participate in leisure and recreational activities. This may involve supporting clients to attend the cinema, restaurants, parks, beaches, organised functions, bushwalking, bowling, dancing, boating or any other personal or community based activity which residents and/or staff think may be appropriate in order to enhance the integration process and the philosophy of informed choice. Staff may be required to provide support in alternative venues; e.g. hospital, holiday accommodation etc.
11. Staff must be able to be consistent with the implementation of programs that have been agreed through staff meetings, the intervention process or the

Oakdale Services Tasmania

Resource Team from Disability Services or other professional advice or direction. Success of such programs is dependent on consistency of all staff in adhering to agreed program.

12. Staff will be responsible for the financial accuracy of client finances and financial record keeping is essential. Staff will complete personal, medication, shift reports, behavioural and other administrative records in the appropriate format as required.
13. The administration of medication is part of the role of the residential support workers and staff must adhere to the relevant Policies, Procedures and Work Instructions in relation to this matter. Staff will at times be required to participate in the development and implementation of health care Plans for individual clients and ensure all facets of the Plan are adhered to.
14. Confidentiality is imperative for clients, staff and the organisation. The only information to be shared is that which is necessary for the clients' benefit.
15. Must be willing and able to attend training as determined by the employer.
16. Must be willing to have your photo published in our quarterly newsletter if required. This will usually be photos of clients being supported by staff with their activities
17. Must be willing to support clients to keep and look after any pet a client may have. Where a client is unable to care for and/or pick up waste from a pet, you must be willing to do it on the client's behalf. This includes cleaning of bedding, cages, food bowls etc
18. Must agree to have an annual Influenza Vaccination

Oakdale Services Tasmania

I, _____ have read and understand the content of the Functional Job Description and I agree to abide by all direction it contains.

Signed _____ Date _____

Please sign, date and return to Manager.

Date received _____

Received by _____ Date _____

Copy sent to employee

Yes _____ Sign _____