

**POSITION DESCRIPTION**

<b>Position:</b>	<b>Disability Support Worker – Casual</b>
<b>Hours:</b>	As required, including availability to work weekends and nights
<b>Salary:</b>	SCHADS Award Grade 2 Level 1-4 Full Time Base Salary \$53,332.24 to \$58,509.36
<b>Terms of engagement:</b>	Casual
<b>Location:</b>	Various home and / or residential settings; and recreational settings based within the Northern Rivers Region
<b>Responsible to:</b>	NDIS Manager
<b>Essential Criteria:</b>	Experience working with people with disability, qualification in disability, community services or similar
<b>Licences:</b>	<b>Essential Requirement</b> Current Australian State or Territory Drivers Licence, Current NSW Working with Children's Check and Current First Aid, Criminal History Check
<b>Vision:</b>	<i>Inspiring People to Thrive.</i>

**Benefits:**

- CASPA actively supports staff to have a healthy work life balance
- Free gym membership to support your wellbeing
- An In-House team of therapists and clinicians to support your training and development and personal wellbeing in the workplace
- Access to internal and external training opportunities and workplace mentoring
- Great professional development opportunities for those who want career progression
- An Employee Assistance Program, a free and confidential counselling service
- As a not-for-profit organisation, our employees are able to take advantage of salary packaging to receive up to \$15,900 of their salary tax-free, as well as additional meal and entertainment benefits

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**Purpose of the position:**

Disability Support Workers are responsible for implementing scheduled NDIS supports aimed at maximising the independent living, social and recreational skills and capacity of people with disability.

**Key Responsibilities and Duties:**

- Emergency respite work including, short stay motel accommodation
- To provide high quality, person centred supports to NDIS participants in a home/residential or recreational setting
- Provide support to people with disabilities which help to build independence and capacity and increase their participation in activities, tasks and outings in the community
- Administration, report writing and compliance responsibilities
- Contribute to a positive work culture
- Compliance with the Workplace Health and Safety Act

**DUTY STATEMENT**  
**Disability Support Worker**

*Your main tasks are:*

**To provide high quality, person centred supports to NDIS participants in a home/residential or recreational setting**

- Work to uphold the NDIS practice standards, National Disability Standards and the UN Convention of the Rights of persons with Disabilities
- Respect the rights of participants and communicate with them about their individual supports in their preferred mode of communication
- Complete risk assessments for hazard prevention when commencing with a participant and prior to undertaking new activities with a participant
- Work with participants, families, caseworkers, support coordinators and other professionals to support the participant to achieve their individual goals
- Contribute positively to the team environment through clear communication, participation in team meetings and liaising with other staff to ensure smooth and consistent service delivery
- Monitor and record that medication is being taken in accordance with the participants support plan
- Assist with personal care where necessary
- Respect the privacy and dignity of persons with disability
- Be aware of and responsive to the changing needs of individuals with a disability

**Provide support to people with disabilities which help to build independence and capacity and increase their participation in tasks and outings in the community**

- Assist participants to understand their rights
- Contribute to the development, implementation and evaluation of support plans aimed at assisting participants to achieve their goals and maximise independence
- Encourage and support people with a disability to participate in their community in meaningful ways by developing connections with community and promoting opportunities
- Support participants to make informed choices about things that are important to them
- Participate in service planning process for individuals and monitor outcomes
- Empower participants by working collaboratively with participant towards achieving their goals

**Administration, report writing and compliance responsibilities**

- Complete all documentation and communications in an accurate, professional and timely manner meeting legislative requirements and CASPA's expectations
- Prepare reports and assessments as required
- Comply with CASPA's organisational policies and procedures
- Attend and contribute to professional development and mandatory meetings including team meetings, supervision and training
- Adhere to program guidelines and requirements as directed by management

**Contribute to a positive work culture**

- Attend and positively participate in team meetings, group supervision and training
- Take responsibility for giving and receiving feedback within the team setting
- Uphold team decisions
- Use appropriate forums to discuss differences in work practices
- Utilise team knowledge and experience to ensure best practice in client service provision
- Relate to other services in a professional manner and work collaboratively in the interests of young people

**Compliance with the Workplace Health and Safety Act**

- Understand and observe the principles and provisions in the Act
- Use forms on the CASPA intranet to report all hazards, incidents, near incidents etc.
- Prepare and submit incident reports where required
- Work collaboratively with other team members and management to promote a safe and secure work environment
- Monitor the safety and wellbeing of participants and other individuals in the workplace

*Other duties as agreed*

**Essential Criteria:**

- Experience working people with a disability
- Demonstrated understanding of person-centred care
- Demonstrated ability in working with people with disability and promoting capacity building through support work
- Demonstrated ability to participate in the development of support plans and to complete necessary documentation including risk assessments
- Demonstrated positive communication, time management and teamwork skills
- Current First Aid Certificate

**Desired Criteria:**

- Qualification in Disability, Community Services, or Mental Health;
- Experience supporting participants with challenging behaviours

*I acknowledge that I fully understand the job description above and accept the duties of the position as stated.*

Signed: ..... Date: .....

Print Name .....