

Annexure 1 – Job Description

Position Title:	Support Worker
Service Area:	Disability Services
Location:	Employees are required to work across multiple worksites located across the Adelaide Metropolitan area.
Manager:	Service Coordinator
Award Level:	SCHADS Award Social and Community Services Employee Level 2.1

Purpose of Role

The Support Worker works to support young people with a disability to achieve their goals, increase their independence, and participate within community life. Working as a part of a team to create a safe and proactive environment, the Support Worker provides direct care and support to young people with a disability to develop/maintain life skills, access community based activities and education, display positive behaviours, and expand friendships and other support networks. In doing so, the Support Worker also assists with activities of daily living including personal care, household tasks and transport.

Organisational Context

Established in 2006, Yourkids & Co provides respite, accommodation, and mentoring services to children, young people, and families throughout the metropolitan and greater Adelaide region. The organisation aims to provide a safe and holistic environment in which children and young people are empowered, nurtured and supported to reach their full potential. Yourkids is committed to the delivery of client centred services whilst also promoting high levels of accountability, professionalism and a positive work ethic.

Key Accountabilities

Service Delivery

- Establish and maintain a supportive environment for young people according to the principles of inclusion and person centred practice.
- Promote and facilitate maximum physical and social integration through the participation of young people in the life of their home and the community.
- Facilitate and support young people in activities of daily living, including assistance in the provision of personal self-care and medication management.
- Undertake general household cleaning, meal preparation, laundry, shopping, and

maintenance tasks.

- Ensure the needs of the young person are met in accordance with their Individual Care Plan and other associated support plans.
- Create opportunities for leisure and recreation activities and encourage and support client participation within these activities.
- Manage challenging behaviours of young people with a disability.
- Identifying and utilising specific communication methods to aid interaction with the young person.
- Provide transport to and from home and community based activities.
- Keep up to date with client needs and progress.
- Report changes in client programs and/or needs and circumstances to the Service Coordinator.
- Ensure the safety and rights of the client is considered and maintained at all times.
- Perform other assignments or additional responsibilities at the direction of the Lead Support Worker, Service Coordinators or Director.

Professional/Technical Knowledge & Skills and Commitment to Ongoing Development

- Participate in compulsory training requirements as organised by Yourkids & co.
- Demonstrate commitment to ongoing professional development.

Teamwork and Communication

- Maintain professional boundaries when working with clients and their families.
- Be an active member of the houses by attending house meetings and filing in absence and leave wherever possible.
- Collaborate and communicate effectively with all team members, senior staff and external service professionals.
- Participate in regular performance appraisals and supervision activities.

Commitment to Workplace Responsibilities

- Demonstrates and upholds the Yourkids Values, Vision and Mission at all times.
- Regularly maintain and update client, household and organisational records.
- Ensure all notes, reports and other documentation is completed accurately, and is maintained and reviewed regularly in accordance with policy and procedure requirements.
- Ensure compliance with Yourkids policies, procedures and guidelines.
- Operate in a manner that ensures the workplace is free of discrimination, harassment and bullying behaviour.
- Maintain confidentiality of information at all times
- Participate in the evaluation of the services.
- Participate in activities to enhance continuous quality improvement.

Workplace Health & Safety

- Familiarise self with all policies, procedures and guidelines and maintain currency of

knowledge in relation to workplace health and safety.

- Take responsibility for own observance of safe work practices and safe work environment and undertake no actions or omissions, which will adversely affect the health and safety of other persons.
- Adhere to the identified safe systems of work and report any accidents, incidents or hazards promptly.

Special Conditions

Employment in this position is conditional on the employee maintaining:

- A current DHS Child-Related Screening (3 yearly update)
- A current DHS Disability Services Employment Screening (3 yearly update)
- A current NDIS “Quality, Safety and You” certificate
- A current driver’s license
- A reliable registered motor vehicle, comprehensively insured for work related duties
- Current Provide First Aid Certification
- Current Safe Environments for Children and Young People certificate
- Unrestricted right to work in Australia (VISA evidence required)
- Current Assist with medication training certificate

Key Selection Criteria

Essential

- Completion or enrolment in tertiary qualification in related discipline or minimum Cert III.
- Experience in the disability services field and an understanding of the relevant legislation and philosophies relating to people with a disability.
- Awareness of contemporary approaches to the rights and service needs of people with a disability and an awareness of behaviour management strategies.
- Well-developed communication and interpersonal skills including the ability to work and communicate effectively with clients, their families, community agencies and other professionals.
- Ability to work effectively under pressure and to work both independently and as part of a team.
- The willingness to work across a 24/7 roster and to work extra shifts as required.

Desired

- Relevant tertiary qualifications.
- Experience in supporting children and adolescents with challenging behaviours.