

Position Title	Support Worker
Division	Client Services
Classification	Social, Community, Home Care and Disability Services Industry Award [MA000100] Award, Level 2
Employment Status	Full time/Part Time/Casual available
Reports to	Scheduling Manager
Direct Reports	N/A
Location	Multiple - Wodonga, Wangaratta, Bendigo, Ballarat. Travel will be required

ABOUT US

Community Accessibility was founded in 1998 and is a not-for-profit organisation that provides transport services, community activities and home-based care to enable the elderly and people with disabilities to maintain their independence and community inclusion.

Community Accessibility has seven main offices, which are in Wodonga, Wangaratta, Shepparton, Ballarat, Bendigo, and Thomastown, and provides NDIS and Aged Care services throughout regional Victoria. Currently, there are more than 190 staff and 200 volunteers that make up the Community Accessibility team.

Community Accessibility works in partnership with clients, carers and other professionals providing, high quality and flexible services. Through leadership, and a dedicated team of staff and volunteers, we promote social well-being and independence.

ABOUT THE ROLE

The primary function of the Support Worker Role is to provide support to participants living within community, or assisted accommodation, to remain independent and to access their communities through our Client Services Service. Services provided include but are not limited to personal support, respite, community access, living skills training and personalised supports.

KEY RESPONSIBILITIES

- Support workers are required to work unsupervised and support and encourage participation in a range of community-based activities of the client/participants choice.
- Work in a safe manner, adhering to all occupational health and safety (OH&S) requirements and report all hazards and incidents through the organisation's OH&S processes.
- Comply with organisational policies and procedures including the Code of Conduct and instrument of delegation.
- Other duties as directed.

KEY SELECTION CRITERIA

Knowledge and Skills

- Ability to work with a minimum of supervision.

- Well, developed organisational skills and the ability to make sound decisions under pressure.
- Proficient level IT competency including the MS Office Suite.
- Model organisation's values, through own behaviour, demonstrating a commitment to Community Accessibility's values and making a positive contribution to workplace harmony and co-operative team behaviour.

Personal Attributes

- **Resilience** – Maintain a positive attitude and consistently deliver quality work in the face of challenging situations.
- **Flexibility and adaptability** - Adjust approach in line with changing priorities, is open to acquiring and developing skills and knowledge, adapt to new ways of working.
- **Respect** – treat all people with respect and dignity and recognise the value of every person.

Leadership Capabilities

- **Leader mindsets** - Exemplify behaviours that engage, motivate, and inspire others and demonstrate positive organisational culture.
- **People** - Collaborate at all levels.
- **Performance** – Contribute to organisational and system performance to deliver better outcomes for vulnerable Victorians and adopt a continuous improvement approach.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- NDIS Worker Screening Clearance
- Current Drivers Licence
- Current Working with Children's clearance
- Current 1st Aid Certificate
- Current CPR Certificate
- Ability to be contacted by both telephone and email
- Ability and willingness to assist or work with participants in daily living and personal care skills.
- Minimum Cert III In Disability, Community Services or Aged Care or currently enrolled.
- Be reliable and productive
- Reliable motor vehicle including valid registration and full comprehensive insurance.
- Covid 19 Vaccination.

Desirable:

- Previous experience in health/aged care, disability, or community services sector.

EMPLOYMENT CONDITIONS

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa necessary for the nature of the position.
- All new appointments will be subject to a pre-employment clearance of NDIS Workers Screening, Working with Children Check and a Qualification Check where there is a requirement for a mandatory qualification.
- All new employees will be subject to a probation period of six months.

- Employees are covered by the SCHADS Award. The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014

As the occupant of the position, I have noted the role and responsibilities as detailed in this document.

Employees Signature:

.....

Date

Managers Signature:.....

.....

Date