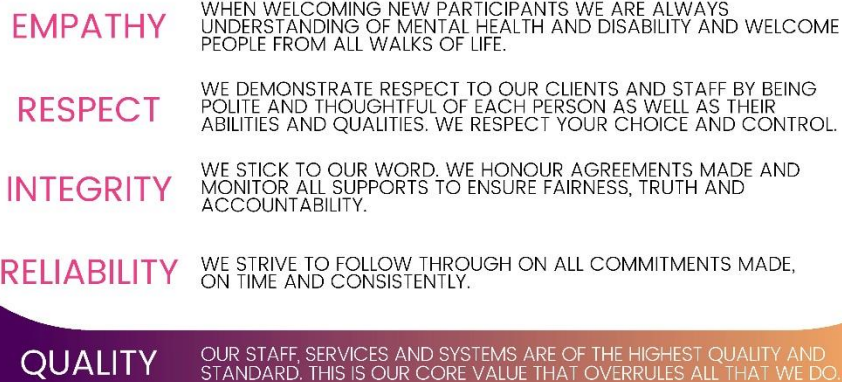


## Community Disability Support Worker

At Disability Premium Support our focus is on providing high quality disability support services to participants of the National Disability Insurance Scheme. Our work and staff are all centered on our values of Empathy, Respect, Integrity, Reliability and Quality. Our mission is to radically change the way that we support participants through delivering respectful social and community support and premium services.

By embodying our values, in our Head Office as well as out in the field, our team members make Disability Premium Support a great place to work. So, come and join us at Disability Premium Support where there are rewarding opportunities for you to grow and develop professionally, at an organisation where values come first!

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- EMPATHY** WHEN WELCOMING NEW PARTICIPANTS WE ARE ALWAYS UNDERSTANDING OF MENTAL HEALTH AND DISABILITY AND WELCOME PEOPLE FROM ALL WALKS OF LIFE.
  - RESPECT** WE DEMONSTRATE RESPECT TO OUR CLIENTS AND STAFF BY BEING POLITE AND THOUGHTFUL OF EACH PERSON AS WELL AS THEIR ABILITIES AND QUALITIES. WE RESPECT YOUR CHOICE AND CONTROL.
  - INTEGRITY** WE STICK TO OUR WORD. WE HONOUR AGREEMENTS MADE AND MONITOR ALL SUPPORTS TO ENSURE FAIRNESS, TRUTH AND ACCOUNTABILITY.
  - RELIABILITY** WE STRIVE TO FOLLOW THROUGH ON ALL COMMITMENTS MADE, ON TIME AND CONSISTENTLY.
  - QUALITY** OUR STAFF, SERVICES AND SYSTEMS ARE OF THE HIGHEST QUALITY AND STANDARD. THIS IS OUR CORE VALUE THAT OVERRULES ALL THAT WE DO.

## **PURPOSE:**

The Disability Support Worker involves providing support to NDIS participants with their Psychosocial Disability. You will be supporting NDIS participants with empathy, humanity, and care. The Disability Support Worker's goal is to support the participant with their journey of leading a fulfilling life.

Our participants have various support needs, and depending on the participant, your role as a Disability Support Worker will involve helping individuals living with disability, participate and engage in social and community activities. You will be supporting NDIS participants with empathy, humanity, and care.

## **ABOUT YOU:**

You should be a proactive, caring and enthusiastic individual who works autonomously and as a team player. Someone who takes accountability and thrives on helping others whether this is your team members, stakeholders or remote workforce.

## **KEY RESPONSIBILITIES:**

- Support NDIS participants to participate in all lifestyle activities of their choice and meet daily living needs as well as access to social participation in their community.
- Provide personal care and domestic support.
- Collaborate with stakeholders
- Conduct assessments that correlate with the Participant's support plan.
- Strengthen and enhance participants capacity to coordinate supports.
- Self-direct and manage supports and participate in the community.
- Be the key contact for service issues, complaints, and major changes.
- Assist participants to decide on what actions to take to achieve goals.
- Managing an individual case load and perform the tasks autonomously.
- Organising a timetable/roster to meet deadlines/appointments.
- Clock in and out of all shifts using CMS
- Understanding of and committed to delivering person centred, empowering and enabling services.
- Excellent communication skills (both written and verbal) and accurate recording keeping
- Ability to follow policies and procedures
- Demonstrated understanding of and commitment to work, health and safety requirements

**REQUIRED SKILLS & QUALIFICATIONS:**

- Current National Police Check / NDIS Worker Screening Check or willing to apply.
- Current police check
- NDIS Orientation Certificate or willing to obtain.
- Full working rights in Australia
- Minimum Certificate III in Ageing Support / Cert IV in Disability.
- Minimum 1 years' experience in the disability sector or related field.
- Available for minimum of 4 days a week
- Minimum Australian Probationary Driver's License.
- Access to a car with Comprehensive Insurance, if it is not your own car you must be listed as a nominated driver
- Current Working with Children's Check or willing to apply.
- Current valid First Aid and CPR Certificate or willing to apply.
- COVID-19 Training and Control Certificate or willing to obtain.
- Commitment to providing exceptional support, aligning with our company values and excellent communication skills

**OBLIGATIONS:**

- Maintain confidentiality of customers, their families/carers and the organisation
- Effective networking internally and externally to assist participants achieve their desired personal outcomes.
- Ensure that Primacy Care's and DPS Support Worker are supporting their allocated participants the correct number of hours.

**WORKING RELATIONSHIPS:**

- Develop strong relationships with participants and all stakeholders, informal and formal contacts.
- Collaborative working relationships with stakeholders
- Share knowledge and experience with colleagues
- Ability to adapt communication style to meet people's needs
- Administrative tasks; time management, coordination of tasks, efficient work practices
- Computer literacy and confidence and capability in using systems and technology
- Ability to work with minimal supervision

**KEY PERFORMANCE INDICATORS:**

- Develop strong relationships participants and all stakeholders
- Complete all shift notes before clocking off from shift
- Use CMS independently