

Community Living & Respite Services Inc.

**POSITION DESCRIPTION**  
**Position Description – Direct Support Professional**

TITLE: Direct Support Professional

REPORTS TO: Coordinator/House Manager

DATED: 2011

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**Introduction**

Community Living & Respite Services Inc. is a not-for-profit organisation based in Echuca that provides support services to people with disabilities, the aged and their families.

Community Living & Respite Services Inc. offers a supported environment for staff with ongoing training and flexible working conditions.

**Mission Statement**

Community Living & Respite Services Inc. delivers quality services and support empowering individuals and families to live the life they choose.

**Core Values**

We encourage an environment of innovation and excellence, where respect, accountability, wellbeing and flexibility are fostered.

Accountability	We are ethical and honest and take responsibility for our actions
Respect	We recognise and value individuality
Wellbeing	We encourage healthy lifestyle choices
Flexibility	We provide services to meet individual needs
Innovation	We embrace change with creativity and strategic thinking
Excellence	We are professional in our practices and policies and pursue continuous improvement

**Key Responsibilities**

Direct Support Professionals are responsible for providing services to service users accessing community based or in home services. Support services may include personal care, implementation of daily living programs; assistance with and administration of medication, community access support, leisure and recreation activities and household assistance. Documentation of service users progress notes are required in residential settings.

**Responsibilities**

- Provide appropriate levels of support to service users as required in accordance with their individual plan.
- Empower and encourage service users to participate in decision making.
- Use creativity and innovation in exploring activities
- Promote an environment to ensure the right to dignity, respect, privacy and confidentiality is maintained.
- Network and liaise with other disability or community organisations as appropriate

- Ensure the organisation's policies and procedures are adhered to.
- Maintain Occupation Health & Safety standards.
- Maintain clear and effective communication with clients, families, carers and other staff.
- Comply with all organisational policies and procedures.
- Attend staff and service user meetings as requested.
- Report to coordinator any issues affecting the well being of the service user/family, including any incidents which must be recorded on an Incident Report Form.
- Complete accurate timesheets using computer based rostering system.
- Complete all mandatory training within specified timeframes.

### **Professional Development**

Community Living & Respite Services Inc. provides extensive and ongoing training to staff.

### **Performance Appraisals**

Support Workers are required to participate in an annual performance appraisal.

### **Remuneration**

Remuneration is in accordance with an Individual Employment Agreement. Generous salary packaging options are available including remote area housing and meal entertainment.

The staff are well supported, reporting to coordinators or House Managers. Oncall after hours support is also available if required.

### **Confidentiality**

The employee will have access to Community Living & Respite Services Inc. documentation and accordingly, all business dealt with must be held in the strictest of confidence, adhering to the Community Living & Respite Services Inc. Confidentiality Policy. Staff should read, understand and sign a Confidentiality Declaration.

### **Key Selection Criteria**

#### **Qualifications/Experience**

- Previous experience or strong interest in working in the disability field.
- Current Victorian Driver's licence.
- Formal qualifications in the disability field (eg Certificate III in Community Services) or a commitment to undertaking training at a later date.
- Understanding of relevant disability services legislation and standards (eg Disability Act 2006)
- Level Two First Aid

#### **Competencies**

- Ability to work in a team situation and independently.
- Self-motivation and ability to think and plan laterally.
- Excellent organisational, communication, negotiation and liaison skills.
- Honesty
- Reliability
- Basic computer skills (to complete web based time sheets)
- Basic administration skills

Employment Safety Screening – Police Check, three referee checks and a Working with Children Check (if applicable).

Community Living & Respite Services Inc. is an equal opportunity employer and values diversity.