

Position Description – Direct Support Professional

Introduction

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

Mission Statement

To provide quality accommodation support and respite services with flexible, responsive, affordable options to carers, people with disabilities and the aged in our local and broader regional areas.

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; community access support, leisure and recreation activities and household assistance.

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.

Professional Development

Community Living and 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.

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 to 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 (e.g. Certificate 3 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

Employment Safety Screening – police check, 3 referee checks and a Working With Children Check (if applicable).

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