

Position Description

POSITION TITLE:	Disability Support Worker
DEPARTMENT:	Day Options or Community Access and Lifestyle
RESPONSIBLE TO:	Manager Day Options/Team Leader CAL
DIRECT REPORTS:	n/a
EMPLOYMENT TYPE:	Casual or permanent
LOCATION:	Metropolitan Adelaide
<input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> DCSI – Child or <input checked="" type="checkbox"/> DCSI – Disability <input checked="" type="checkbox"/> Medical	

Bedford changes the lives of people with disability by building capacity, independence and wellbeing. We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities. We offer exceptional tailored services to meet individual goals, in the workplace and in the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives. Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

POSITION SUMMARY

Reporting to the Regional Manager, this role is responsible for the development of client living skills including hands on training, skills identification and personal support where necessary. This position will include direct support to clients, assisting in maintaining a supportive and safe working environment and delivery of quality services to, and outcomes for, people with disability.

KEY RESPONSIBILITIES

- Champion the delivery of the NDIS Practice Standards, NDIS Code of Conduct, as well as the NDIS Quality and Safeguarding Framework.
- Support employees to achieve their NDIS goals and objectives.
- Provide appropriate encouragement, assistance, physical and emotional support and personal care to clients as per company guidelines and policies, within the agreed support service.
- Support Clients to achieve their NDIS Goals within set time frames.
- Ensure compliance with duty of care requirements for self, clients and staff.
- Provide transport for clients as required within their agreed support service.
- Build effective working relationships with other staff, clients, management, families, Carers and key stakeholders.
- Administer medication as per policy and training within agreed support service
- Attend and actively participate in team meetings and training sessions.
- Ensure compliance with the NDIS Quality and Safeguarding Framework
- Support client participation in community based programs.

- Complete administration and documentation to a high standard in compliance with Bedford Day Options and Community Access & Lifestyle Case noting/record keeping procedures.
- Support clients positively, encouraging maximum independence and self-determination.
- Follow compliance within Bedford's policies and procedures including the code of conduct and Equal Employment Opportunities
- Acquire and maintain work health and safety knowledge relevant to your workplace and understand Bedford's operations and associated hazards and risks
- Report and record any incidents, hazards and risks within appropriate timeframes
- Other duties as per the direction of direct line manager/supervisor.

SKILLS/ATTRIBUTES

Personal Attributes

- Previous experience working with people with disability or in aged care
- Previous experience in medication administration
- Excellent interpersonal, communication and organisation skills
- Be a strong team player, with initiative and excellent problem solving skills
- Effective administration and documentation skills
- The ability to work with minimal supervision

Essential Skills and Qualities

- Certificate III in Individual Support or equivalent
- Current DCSI Vulnerable Persons & Child Related
- Current National Police Clearance
- Current Senior First Aid Certificate
- Valid Driver's Licence

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards).

OTHER RELEVANT INFORMATION

Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of Disability Support Worker.

[NAME]

Signed _____

Date _____