

Family Based Care Association North West Inc

Position Description

Support Worker

Position details:

1. Support Staff are employed by the Board of Management of Family Based Care North West Incorporated.
2. The role is permanent full or part-time as defined within the individual letter of offer subject to funding.
3. Support Workers are required to work in Client's homes or within a community setting.
4. Hours are specified in individual employment conditions and may change from time to time but flexibility is required.
5. Support Workers are employed under and in accordance with the Family Based Care North West Support Workers Enterprise Agreement 2006.

Function of Role:

1. Provide assistance to Clients with tasks of daily living.
2. Provide regular and/or casual respite care to the frail elderly and to people with disabilities.
3. Provide assistance in a manner that enhances and encourages the Client's independence.
4. Work as part of a team.

Levels:

Level 1, Grade 1

An employee with appropriate previous experience and who holds a current Certificate 2 in Aged Care or Disability Work. An employee at this level shall work under the supervision of the Team Leader. Indicative tasks that may be performed by an employee at this level include, but are not limited to the following.

: To provide support to clients with the activities of daily living, general domestic services and respite support to an acceptable industry standard. Progression from Grade 1 to Grade 2 shall occur at the employee's anniversary date subject to satisfactory performance assessment by the employer.

Level 1, Grade 2

Progression from Grade 2 to Grade 3 shall occur at the employee's anniversary date subject to satisfactory performance assessment by the employer.

Level 1, Grade 3

Progression from Level 1 to Level 2 shall be by demonstrated ability and/or qualifications to the satisfaction of the employer.

Level 2, Grade 1

An employee with a minimum Level 3 Certificate in Aged Care or Disability Work and experience to the satisfaction of the employer. An employee at this level shall be subject to indirect supervision by the Team Leader. Indicative tasks that may be performed by an employee at this level include, but are not limited to the following, in addition to those of a Support Worker Level 1

: Specialised support for clients with a mental illness, dementia or complicated physical or intellectual disability.

: Be responsible for small groups of clients where deemed appropriate.

: Provide regular back up support to the Association

Progression from Grade 1 to Grade 2 shall occur at the employee's anniversary date subject to satisfactory performance assessment by the employer.

Level 2, Grade 2

Progression from Grade 2 to Grade 3 shall occur at the employee's anniversary date subject to satisfactory performance assessment by the employer.

Level 2, Grade 3

Progression from Level 2 to Level 3, Grade 1 (Team Leader) shall be by appointment only.

Tasks of the Support Worker:

1. To provide individualised support for people with a disability, the frail aged, and their carers in a manner which respects and responds to the changing needs of clients.
2. Perform tasks as specified within an individual Client's care plan and at a level of quality consistent with best practice principles.
3. Assist, encourage and supervise Clients with personal care and hygiene routines.
4. Assist Clients with an established therapy routine, exercise program and skill development program.
5. Assist the Client with meal preparation and household duties as specified.
6. Assist Clients within a community setting.
7. Undertake a formal induction/ orientation program on commencement and participate in all compulsory training.

Level of Responsibility:

1. All Support Staff are responsible to the Service Manager of Family Based Care for the satisfactory completion of all assigned duties.

2. Support Workers are required to work in accordance with the Support Staff Handbook and the established policies and procedures of Family Based Care as may be varied from time to time.
3. Support Workers are required to behave in a manner which embraces the Mission Statement, principles and the Code of Behaviour of Family Based Care.
4. Support Workers are required to work with limited direct supervision as part of a team.
5. Support Workers will consult with the relevant Team Leader and Coordinator before making any alteration to task or practice with an individual Client.
6. Support Workers will provide regular and timely feedback to the relevant Team Leader and Coordinator on Client care need.
7. Support Workers will attend all compulsory skill development as defined by the Association and will attend specific training sessions as may be identified from time to time.
8. Support Workers will apply safe working principles at all times as defined by OH&S policy, guidelines and legislation.
9. Apply Risk Management principles into all decisions relating to practice and general service delivery.

Selection Criteria:

Essential;

1. Minimum standard of a Level 3 Certificate in Community Services Aged Care or Disability or equivalent.
2. Current First Aid Certificate Workplace Level 1 or better.
3. Current Tasmanian drivers licence.
4. Recent Police Check.

Desirable;

1. Demonstrated knowledge and skills to support people with a disability and/or the frail aged within his or her own home or within the community.
2. Relevant previous experience in supporting people with a disability and / or the frail aged.
3. Demonstrated ability to work as part of a team and to work with limited direct supervision.
4. Demonstrated effective verbal and written communication skills.
5. Good time management and conflict resolution skills.

Stephen Daley
President
23rd January 2006