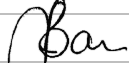


POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Disability Support Worker		
Agreement:	South Eastern Community Care Community and Disability Support Workers Enterprise Agreement 2020		
Approved By:	Justine Barwick 	Approved Date:	09/09/2024

THE DISTRICT NURSES PURPOSE AND VALUES

Purpose

- Committed to care
- Tasmania’s most trusted community healthcare provider

The following values guide the day-to-day operations and future planning of The District Nurses;

- Commitment** – We are committed to inclusive service provision that ensures equitable access and quality outcomes for all.
- Equality** – We respect the rights of all.
- Trust** – We are recognised for our reliability and the highest standards of care.
- Versatility** – We are responsive to our customers’ needs, rights, and choices.
- Excellence** – We strive to perform to the highest standards and deliver the best services
- Transparency** – We are always open to scrutiny and are professional, safe, ethical, and honest.

POSITION OBJECTIVE

The Disability Support Worker provides essential care and support services to individuals with disabilities ensuring their well-being, dignity, and independence. The role involves using a person-centre approach to assisting clients with personal care, domestic tasks, and social support, focusing on skill development and engagement following individualised care plans to promote independence and maximise choice and control. The Disability Support Worker is expected to promote person-centred ensuring that supports are delivered in a flexible and adaptable manner.

POSITION RESPONSIBILITIES

Key Work Activities	Work Performance Requirements
Follow Care Plans	<ul style="list-style-type: none"> Work according to each clients personalised support plan, ensuring that all tasks and services are aligned with their specific goals, needs and preferences. Communicate any changes or updates to the supports with the clients Care Coordinator or Manager. Implement any client specific support to promote quality and safe care.
Personal Care	<ul style="list-style-type: none"> Assist clients with maintaining everyday personal hygiene tasks, including washing, bathing, and showering. Provide assistance with dressing, grooming, and fitting medical devices (e.g., hearing aids). Aid in the application and management of continence aids. Support clients with parenteral feeding devices.

	<ul style="list-style-type: none"> Administer medication, limited to certified employees only, ensuring strict adherence to internal guidelines.
Household cleaning and maintenance	<ul style="list-style-type: none"> Perform general cleaning duties including dusting, vacuuming, mopping, and tidying. Clean bathrooms, kitchens, and other living areas to maintain a hygienic environment. Change bed linens, make beds, and manage laundry tasks. Dispose of household waste and recycling appropriately.
Meal Preparation and Assistance	<ul style="list-style-type: none"> Assist with the preparation of simple meals or snacks according to clients' dietary needs. Ensure the kitchen and dining areas are cleaned and organised.
Social Support	<ul style="list-style-type: none"> Accompany clients on shopping trips, supporting them select and purchase items, while providing companionship and promoting independence. Support clients with banking tasks, bill payments, and other financial responsibilities as outlined in their support plan, ensuring their financial security and peace of mind. Provide transportation to appointments, social outings, and community events, ensuring clients remain connected and engaged in their communities. Encourage and assist clients participating in social activities, recreational programs, and community events, fostering their mental and emotional well-being. Offer temporary relief and respite to primary caregivers by providing attentive care and companionship to clients, ensuring their safety and comfort during the caregiver's absence.
Client Safety and Well-being	<ul style="list-style-type: none"> Monitor the safety of the client's home environment and report any potential hazards in the Incident Management System. Recognise and report any changes in clients' health or behaviour that may require further attention. Develop and maintain safe, effective and professional relationships with clients, use active listening to develop trust, and provide appropriate role modelling Positively promote and protect the rights of people with disabilities
Compliance and Documentation	<ul style="list-style-type: none"> Maintain accurate records of services provided during each visit, including notes on adherence to the care plan. Adhere to all company policies, procedures, and guidelines, including health and safety standards. Respect clients' privacy, rights, dignity, and confidentiality at all times.
Other duties	<ul style="list-style-type: none"> Working with aged care clients in the community on request

ORGANISATIONAL RELATIONSHIPS

Reports To:	Support Worker Team Leader
Supervises:	Nil Reports
Key Working Relationships with:	External - Clients and their primary carers/family. Internal - Support Worker Manager, Scheduling team and the Administration team.

QUALIFICATIONS AND COMPETENCIES

ESSENTIAL REQUIREMENTS:	<ul style="list-style-type: none"> National Police Check
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	<ul style="list-style-type: none"> • Work with Vulnerable People/Children check (Employment registration) • Current Drivers Licence and have a registered vehicle preferably with comprehensive insurance • First Aid Certificate • Certificate III – Disability, Individual Support, Aged • Current First Aid and CPR Certificate
DESIRABLE REQUIRMENTS:	<ul style="list-style-type: none"> • Basic Computer Skills • Good Literacy Skills

SELECTION CRITERIA

1. Strong understanding and application of safety protocols to ensure a safe working environment for both clients and staff.
2. Capable of working autonomously, making sound decisions in routine and emergency situations to ensure client safety.
3. Competent in adhering to detailed care plans, completing assigned tasks efficiently and within set timeframes
4. Excellent communication and interpersonal skills, with the ability to connect with clients while maintaining their privacy, confidentiality and within professional boundaries.
5. Proactive in identifying and resolving problems, prioritising the health, safety, and well-being of clients in all situations.

PHYSICAL REQUIRMENTS

Working Conditions-

- **Physical Demands:** This role involves regular physical activity, including bending, lifting, and carrying household items.
- **Work Environment:** The role is community-based, with work primarily conducted in clients' homes. Disability Support Workers are required to travel between clients' homes during their workday.

Applicants may be asked to complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment as you may be deemed unfit for duty.

The Functional requirements of this position include:

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual Handling – Weights above 10kg			X	
Manual Handling – Weights below 10kg		X		
Manual Handling frequency		X		
Repetitive manual work		X		
Working with arms above head			X	
Lifting above shoulder height			X	
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection			X	
Wearing gloves (personal protective)			X	
Working in wet/slippery conditions		X		

Working with chemicals/solvent/detergents		X		
Washing hands with soap		X		
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard			X	
Driving fleet vehicles (manual and automatic)			X	
Driving on suburban and rural roads, highways (sealed and unsealed roads)		X		
Driving at night (afternoon shift only)			X	
Wearing polyester clothing				X
Exposure to animals			X	
Exposure to environments whereby people have been smoking			X	

EMPLOYEE DECLARATION

In signing this declaration I acknowledge that I, _____
have been advised of the requirements and conditions of this appointment based on this Position Description.

Signature

Date

