



SEC Care:  
South Eastern Community Care

## Position Description

### Disability and Community Support Worker

<b>Position Title:</b>	Disability Community Support Worker	<b>Location:</b>	Sorell
<b>Date Effective:</b>	December 2022	<b>Review Date:</b>	December 2025
<b>Award Agreement:</b>	SEC Care EA	<b>Classification:</b>	HCW
<b>Immediate Supervisor:</b>	Director-Care Services	<b>Provides Direction To:</b>	N/A

#### Function

- Work within the Mission Statement, Goal, Policies and Procedures of South Eastern Community Care (SECC) to achieve the highest possible standard of care
- Provide, without discrimination, delegated quality care to the frail aged and younger persons with a disability to enable clients to live independently in their own homes and communities
- Maintain appropriate documentation in accordance with legislative and organisational requirements
- Comply with statutory and common law requirements
- Partake in the orientation program, performance reviews and ongoing training programs of the organisation.

South Eastern Community Care is an inclusive workplace, accepting of staff and volunteers regardless of race, religion, sexuality. We will uphold the rights of the individual and support everyone to reach their potential in our workplace.

#### Primary Tasks

##### *Client Services:*

1. Provide assistance with personal hygiene, domestic assistance and activities of daily living in accordance with individual care plans as delegated by the Program Manager
2. Maintain a professional relationship with all clients
3. Perform clearly defined tasks and activities within the clients home or community setting

4. Provide services according to individual client care plans and Program Manager direction
5. Maintain concise written documentation
6. Report to and liaise with Care Coordinators and Program Managers
7. Maintain confidentiality regarding all client, carer SEC Care employee and volunteer personal and medical information in accordance with relevant legislation

***Professional:***

1. Perform duties in accordance with the Mission Statement, Goal, Policies and Procedures of SEC Care
2. Work within defined roles and responsibilities
3. Ensure continued participation in professional self-development, including attendance at staff meetings and training sessions
4. Participate in ongoing performance appraisal
5. Work in accordance with statutory and common law requirements
6. Practise in accordance with identified level of competence
7. Responsible for maintaining current Workplace Level 2 Senior First Aid Certificate, Drivers Licence, National Police Record Check and Working with Vulnerable People Check

***Communication:***

1. Demonstrate non-judgmental respect, empathy and understanding towards clients, carers and their families
2. As a member of the health care team, interact and communicate with other team members in the interests of clients.

***Organisational/Administration:***

1. Perform duties in accordance with weekly Worker schedule/s
2. Assist Program Managers to maximise client care in the allocated time frame
3. Complete concise documentation in accordance with SEC Care Policies and Procedures
4. Responsible for maintaining awareness of and working within the organisation's Quality Framework, includes participating in quality projects where applicable.

***Risk Management:***

1. Perform duties within Workplace Health & Safety (WHS) and Risk Management guidelines
2. Assist in maintaining a safe workplace
3. Report and document potential hazards and incidents in accordance with SECC policies and procedures
4. Participate in WH&S and Risk Management training programs
5. Notify SEC Care of any pre-existing health issues, and any future health issues which may develop during employment with SEC Care, which will impact on the ability to perform tasks or duties

**Selection Criteria**

- Knowledge understanding and experience of people with a disability
- The ability to comprehend and respond to care plans and support strategies for people with a physical or intellectual disability
- Have experience in responding to behaviours of concern that may affect people with a disability
- Have experience in the use of assistive devices and hoists
- Knowledge of the vision of SEC Care and programs that support this
- Cert III or IV in Disability Support or Individual Support and First Aid Certificate
- Hold or be eligible for Working with Vulnerable People registration
- Satisfactory Police Check
- Hold or is eligible to drive a manual wheelchair accessible vehicle

### Conditions of Employment

1. A probationary period of three months applies from the date of commencing employment.
2. Continuation of employment is dependent upon satisfactory performance reviews conducted within the three-month probationary period.
3. Completion of all required training- including allocated NDIS modules at commencement of employment and ongoing.
4. On completion of probationary period performance review will occur every second year or as required.
5. Ongoing current satisfactory police checks , driver’s licence, first aid and Working with Vulnerable People registration
6. Availability of, and prepared to use if required, own reliable vehicle for which kilometres will be reimbursed at SEC CARE approved rates. Provide evidence of current comprehensive insurance from personal motor vehicle insurer, and signed ‘confirmation of insurance declaration’.

*South Eastern Community Care is an equal opportunity employer, working in a non-smoking environment. Funding is received from the Australian Government Department of Social Services*

**This Position Description is not definitive and is subject to continual Improvement and may be amended during the term of employment. Primary Tasks vary according to need and specific program guidelines**

Approved:	CEO:	Signature:		Date:	
Sighted:	Employee:	Signature:		Date:	