



DISABILITY

SUPPORT WORKERS

We are looking for people passionate about supporting others to live their best lives. If you're passionate about supporting others, then we're there to help you to build a career you are proud of.

As a leading disability service provider, we are offering **roles** with free **accredited training opportunities** and **defined career pathways**; supported by a system of **person-centred care**.

If working in the growing area of disability excites you, then we're interested in talking to you. Join us and let's make a difference, together!



POSITION
DESCRIPTION



About Able Australia

Able Australia is a leading provider of disability services across Tasmania, Victoria, the ACT and South East Queensland. We are driven by a vision to support our clients to live the life they choose.

For over 50 years we have delivered innovative services to people with multiple disabilities and deafblindness.

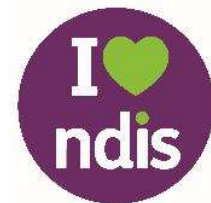
Our team members come from a broad array of backgrounds and experiences, united by a commitment to offering excellent care to our clients every day.

With a commitment to the values of trust, respect, excellence and kindness, this underpins the way we work. We pride ourselves on being leaders of best practice in disability support.

Whatever your background, your skills may open opportunities into the growing, diverse and meaningful disability sector.

Contact our team to find out more at people@ableaustralia.org.au

Able Australia is a registered provider of the National Disability Insurance Scheme (NDIS). Our vision is to enable the people we support to live the life they choose.





More about the role

Do you want to make a positive impact through your everyday work?

Do you enjoy helping people to achieve their goals, dreams and aspirations?

Are you a client-first thinker?

If you are a **caring, enthusiastic** and **empathetic** person who takes a **person-centred approach** and is passionate about helping others to achieve their full potential, this role is for you. If you **respect culture, privacy** and the **dignity** of clients, this role is for you.

Do you do the right thing?

If you are committed to **understanding** and **working** within the **person-centred framework** to provide best outcomes for our clients, this role is for you. If you have strong **communication skills**, and understand the value that good **reporting** and **documentation** bring in ensuring that work fits within **compliance obligations**, then this role is for you.

Do you work to make every day great?

If you work to ensure that every day is a good day, by establishing **professional relationships** and working

with **team** members to provide **high quality support**, and helping to **improve** the support we offer our clients, then this role is for you.

Do you want to progress your career and skills?

In this role, you will be offered fantastic career opportunities, including **free accredited training and development** courses, getting you on your way to a **career in the growing and strong disability sector**.

What a day looks like in the life of a support worker

Provide active support to **develop independence** and **friendships** by **participating** in a range of **day-to-day activities** both at the Day Service, home and in the community, based on client hobbies, interests and goals in their NDIS support plans.

This role offers you **flexibility** with the stability of a **guaranteed** regular income, along with a host of benefits for working for a leading disability service provider.





Skills and experience required to be successful in this role

Essential

- **Available** to be rostered flexibly Mon to Sun for a minimum of 3 shifts.
- **Experience providing support to others:** Disability, Aged Care, Early Childhood, Community, or Allied Health.
- **Intermediate computer skills** (Microsoft Outlook, documentations in a client management tool/CRM).
- Excellent **interpersonal** and **communication** skills (verbal and written), including an ability to write clear client case notes.
- **Smartphone** – bring your own device.
- Current **Australian driver's licence**.
- **Working with Vulnerable People Check**, with NDIS endorsement as required.
- Double COVID vaccination required (or medical exemption).

Desired

- A relevant qualification in Disability, Aged Care, Individual Support, Allied Health, Mental Health or working towards it.
- Experience supporting those with complex disabilities, mental health and/or trauma backgrounds will be highly regarded.
- Training Certificate – First Aid, Healthy Body Systems (HLTAAP001) and Assist Clients with Medications (HLTHPS006).
- Experience using Carelink+ or a similar client management tool.
- Auslan qualifications highly regarded.

Whatever your background, your skills may be relevant and we welcome your application if you can offer excellent person-centred care.





You will be required to:

- Liaise with Clients, the Team Leader, Program Leader, therapists and family / carers to **support the delivery of client programs** to achieve their goals.
- Assist in the **development and implementation of opportunities** for people we support based on their goals, aspirations, interests and wishes.
- Assist the people we support to maintain and / or create **relationships** with their family and friends and to be involved in valued roles in the community.
- Provide people with support to meet their specific and general **health and wellbeing** needs.
- Effectively communicate with the people we support, adapting to individual needs
- **Review plans** of the people we support on a regular basis.
- Support people with disabilities to gain skills to be able to **self-advocate**, and ensure privacy and personal choices are respected at all times.
- Recognise, respect and respond to the **rights, interests and requests** of people we support and their formal and informal networks.
- Respect and actively support **indigenous and cultural diversity**.
- Deliver a **'person-centred active' support and 'zero tolerance to abuse'** approach across all supports.
- Ensure a **professional level of behaviour** as per the Able Australia Code of Conduct.
- Provide support within the **Positive Behaviour Support** framework when people we support display behaviours of concern.
- When assisting people we support, ensure care is carried out in a **respectful** and **dignified** manner.
- Ensure all **administrative tasks** are completed accurately and on time.
- Maintain **confidential records** for the people we support and personal profiles.
- Maintain **documentation** in accordance with relevant legislation requirements and Able Australia Policies & Procedures.
- Ensure **medication** distribution and administration is carried out according to organisational processes and procedures.
- Contribute to a **positive team culture** by working in line with Able values of Trust, Respect, Excellence and Kindness.
- Follow Able Policies, Procedures, local work directions and clients' plans.





Benefits of joining Able Australia

1



Opportunity to work for a growing organisation that demonstrates industry leadership.

2



Flexible shifts offering a better work/life balance.

3



Ongoing training and professional development opportunities to enhance your knowledge and skills.

4



Warm, caring and genuinely supportive team environment including a 24/7 Employee Assistance Program.

5



Attractive Salary packaging benefits.

6



Continuous support and supervision to enable you to develop and progress.





Position Description Agreement

Performance Review:

This position description broadly outlines the requirements of the role. All Able Australia positions also require a specific performance agreement – a set of key result area (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee's manager.

Statutory Requirements/Compliance:

Able Australia employees are required to:

- Manage work practices for health and wellbeing of all staff/clients within the area of responsibility and ensures Able meets all statutory WHS requirements for the operation of services.
- Identify and manage risks and encourage all staff to participate in this process.
- Oversee and manage the implementation of the Able Quality System and ensure that prescribed quality outcomes are achieved.
- Ensure that work practices comply with all relevant legislation and statutory requirements, e.g. medication administration, incident management, BSP and PRODA reports etc.

I, _____ have read, understood and agree to comply with this position description.

Signature: _____ Date: _____

