

Employee Position Description

Key Position Information			
Job Title: Disability Support Worker		Reports To: Disability Services Manager	
Business Unit: Disability Services	Department:	Cost Centre:	Location: STA/SIL
Enterprise Agreement [EA] <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Name of Enterprise Agreement SCHADS	Classification [per EA]	
Incumbent:	Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date Updated May 2024	

Primary Purpose of Job
<p>Why does the job exist? This statement should encapsulate the overall significance of the job from Jewish Care’s point of view.</p> <p>Jewish Care’s disability services provide a wide range of person-centred supports to clients with a disability. This role of Disability Support Worker provides daily supports to participants accessing Short Term Accommodation (STA) or to the individuals within Supported Independent living arrangements (SIL). Our support services encourage individual empowerment and promote person centred active support principles for all.</p>

Dimensions			
Direct Reports 0	Indirect Reports 0	Budget Financial Responsibility \$nil	Delegated Financial Authority \$nil

Role Balance		
People – <u>percentage</u> of time getting things done through others 5%	Scheduling – <u>percentage</u> of time planning, coordinating 5%	Technical – <u>percentage</u> of time delivering based on knowledge and skills 90%

Key Result Area (KRA)	Key Accountabilities and Responsibilities <i>Accountable = “The buck stops here” Responsible = “The doer”</i>
Jewish Care Values	<ul style="list-style-type: none"> Act consistently in accordance with Jewish Care values, challenge practices inconsistent with these values and uses values as a basis for managing relationships and decision making. Adhere to the organisation’s practice and behavioural guidelines in relation to the appropriate treatment of children. Actively promote and support Jewish Care’s commitment to diversity and inclusion; act in accordance with our relevant Position Statements, policies, and procedures, including those that promote maintaining the standards of our Rainbow Tick Accreditation; and promptly report any breaches of cultural safety. Adhere to the organisation’s Code of Conduct. Report any suspicions, concerns, allegations or disclosures of alleged abuse to management. Actively demonstrate our leadership behaviours – empathy, goal setting, personal development and belonging.

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Key Result Area (KRA)		Key Accountabilities and Responsibilities	
		Accountable = "The buck stops here" Responsible = "The doer"	
Service Delivery		<ul style="list-style-type: none"> Establish and maintain a supportive environment for people according to the principles of inclusion and person-centred active support Promote and encourage maximum community integration through person-centred participation in all aspects of a person's life Promote, encourage and empower clients to maximise personal decision-making opportunities Work with the client to establish effective links and liaise with community organisations to facilitate community inclusion Maintain effective interpersonal communications with clients, colleagues, and family to provide social and emotional support Regularly maintain and update client and household and organisational records such as case notes, incident reports or relevant admin tasks Facilitate and support clients in activities of daily living, including assistance with the provision of personal self-care and provide trained specialised medical support when required Implement positive behaviour strategies according to behaviour support plan or individual support needs Support clients to complete the full range of domestic tasks and provides hands of training such as: meal preparation, laundry, cleaning, gardening, shopping and budgeting Ensure regular attendance at staff meetings and supervision meetings Support and empower vulnerable people to report and speak out against instances of abuse or potential abuse as per Jewish Care's processes and work instructions Support individual clients as allocated by the House Supervisor/Program Coordinator The required responsibilities may be amended periodically to reflect the needs of the residents in the program. 	

Corporate Accountabilities and Responsibilities	
Team Member	<ul style="list-style-type: none"> Perform work safely and complete tasks on time, on budget and in accordance with expectations Demonstrates ability to establish rapport and build relationships with individuals, families and peers based on mutual respect and trust Being proactive with hands – on attitude and a great team player with the ability to work both independently and as a part of a team Concentrate and collaborate Question, debate review with leader and peers
OHS	<ul style="list-style-type: none"> Be proactive in caring for the health, safety and wellbeing of all people in our work environment. Ensure all appropriate actions are taken to implement OHS processes, procedures, work instructions, training, and legislative requirements. Demonstrate initiative in implementing actions that facilitate the continuous improvement of OHS within Jewish Care.





Key Relationships	
Internal	<ul style="list-style-type: none"> Disability Services Manager, Daily Living Support Manager, Practice Leaders, DSWs, JCV shared services

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External	<ul style="list-style-type: none"> People with a disability and their families, service providers, other internal and external professionals as required and the community
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Values

Commitment to Jewish Care values and philosophy, and capacity to engage with the broader community in demonstrating these values:

Derech Eretz: Respect		Through client services and program excellence, we treat everyone with consideration and decency and will always act for the good of society.
Kehilla: Community		Working together to strengthen our community, to build and support the capacity and resilience of individuals and families.
Hachlala: Inclusion		We embrace diversity and work together for a just and equitable society.
Achrayoot Chevratit: Social Responsibility		Behaving ethically, with sensitivity and acting in the best interests of all.

Role Required Capabilities

Skills (the technical skills to do the job at a high level of accomplishment)	<p>Essential:</p> <ul style="list-style-type: none"> Well-developed communication and interpersonal skills including the ability to work and communicate effectively with clients, their families, community agencies and other professionals from a range of different backgrounds Ability to effectively work under pressure and to work both independently and as part of a team Understanding of the importance of personal and professional boundaries, privacy and confidentiality, ethical behaviour, policies and procedures The ability to contribute to the delivery of an outstanding customer experience, underpinned by the principles of: Choice, Accessibility, Partnership and Independence
Knowledge & Qualifications (the specific qualifications required and knowledge fields are ideally required of the incumbent)	<p>Essential:</p> <ul style="list-style-type: none"> Certificate IV in Disability minimum or relevant tertiary qualification Level 2 First Aid Certificate (with at least 6-month validity)
Experience (the scope of work experiences the incumbent ideally should have gained - including environment, timeframe and context)	<p>Essential:</p> <ul style="list-style-type: none"> Experience in the disability services field and an understanding of the relevant legislation and philosophies relating to people with disabilities Awareness of basic principles of equality pertaining to the rights and responsibilities of people with a disability and an awareness of behaviour management techniques Understanding and previous successful implementation of person-centred active support principles Demonstrated ability to empower people with a disability for the right to self-determination Experience and ability in the provision of skills training techniques Experience working with people with behaviours of concern is viewed favourably

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Pre-Requisites	<ul style="list-style-type: none">• Australian Police Check• International Police Check (where relevant)• Working With Children Check• NDIS Worker Screening• Have suitable and flexible availability to work combination of day, afternoon, sleepover and weekend shifts• Commitment to providing professional and safe services to all residents and clients, including children and young people• Commitment to creating an environment to ensure our clients are safe and free of abuse, neglect, violence and preventable injury• Unrestricted right to work in Australia (Visa evidence required)• Covid-19 vaccinations (x3)• Flu vaccination (where relevant)
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Employee Acknowledgement

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

A signed copy of the position description must be returned to:
People & Development at 619 St Kilda Road, Melbourne VIC 3004 or P&D@jewishcare.org.au



Jewish Care proudly celebrates and warmly welcomes the rich diversity of our community and strives to be inclusive for all, including the LGBTI+ community.



Jewish Care acknowledges Aboriginal and Torres Strait Islanders as the Traditional Custodians of the land on which we live and work. Our services and supports are provided on the lands of the Wurundjeri and Boonwurrung people, and we deeply respect and honour their ongoing cultural and spiritual connection to land, waters and community.



Jewish Care is an accredited Safeguarding Children organisation. The welfare and safety of all children and young people is a priority.



Jewish Care is a significant Jewish community organisation which believes in: the right of Israel to exist as a modern and democratic Jewish state; the right of the Israeli people to live within secure borders; and Israel's continued protection of the rights and freedoms of all its citizens and minority groups.