

Employee Position Description

Key Position Information		
Job Title Disability Support Worker	Position Reports To Daily Living Supports Manager	
Team Name Disability Services	Manager's Name Jenny Astorino	
Division Operations	Location Disability Services	
Incumbent	Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date Updated February 2024

Primary Purpose of Job

Why does the job exist? This statement should encapsulate the overall significance of the job from Jewish Care Victoria's point of view.

Jewish Care's disability services provide a wide range of person-centred supports to clients with a disability. This role is a community based role providing individual support, skill development and in home support. Our support services encourage individual empowerment and promote person centred active support principles for all.

Dimensions

Direct Reports	Indirect Reports	Budget Financial Responsibility	Delegated Financial Authority
0	0	\$TBA	\$TBA

Role Balance

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

Key Result Area (KRA)

Key Accountabilities and Responsibilities

Accountable = "The buck stops here" Responsible = "The doer"

Jewish Care Values	<ul style="list-style-type: none"> Acts 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.
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Key Result Area (KRA)		Key Accountabilities and Responsibilities	
		<i>Accountable = "The buck stops here"</i>	<i>Responsible = "The doer"</i>
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 • 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 • Support clients to complete the full range of domestic tasks. This may include 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 clients 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 - Concentrate and collaborate - Question, debate review with leader and peers
OH&S	<ul style="list-style-type: none"> - Be pro-active in caring for the health and safety of all people within our work environment - Ensure all appropriate actions are taken to implement JCV OH&S policies, procedures, training, and legislative requirements - Demonstrate initiative in implementing actions that facilitate the continuous improvement of OH&S within JCV

Key Relationships	
Internal	Disability Services Manager Practice Leaders DSWs JCV shared services
External	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)	Essential: <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 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)	Essential: <ul style="list-style-type: none"> Certificate III in Community Services or Disability minimum (or relevant tertiary qualification) or relevant experience Level 2 First Aid Certificate (with at least 6 month validity) Desirable: <ul style="list-style-type: none"> Certificate IV in Disability

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<p>Experience (the scope of work experiences the incumbent ideally should have gained - including environment, timeframe and context)</p>	<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
<p>Pre-Requisites</p>	<ul style="list-style-type: none"> • Covid-19 Immunity Vaccinations (min 3 doses or medical exemption) • Australian Police Check • Working with Children Check • NDIS Worker’s Screening Check • Commitment to providing professional and safe services to all residents and clients, including children and young people • Commitment to creating an environment that ensures our clients are safe and free of abuse, neglect, violence and preventable injury • Unrestricted right to work in Australia (Visa evidence required)

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.