

POSITION DESCRIPTION

POSITION TITLE:	RESIDENTIAL SUPPORT WORKER		
COMPANY DIVISION:	genU	UNIT:	Shared & Respite Living
OFFICE LOCATION:	***		
REPORTS TO:	House Coordinator		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • People & Culture team • Executive Management Team • Managers, team leaders and supervisors • Other staff • Unions and employee reps • VHIA, Peak Bodies & other employer reps • External/outsourced service providers 		
CLASSIFICATION & CONDITIONS:	Victorian Disability Services (NGO) Agreement 2019		
STATUS:	Part Time and Casual Positions		

THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

genU works using a person centered approach. Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

Vision: To build inclusive communities

Mission: Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.

POSITION:

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

DESCRIPTION OF DIVISION

genU provides both shared supported accommodation and independent living accommodation options. People being supported in accommodation are empowered and enabled to participate in everyday activities and are encouraged to develop and maintain skills associated with daily living.

PURPOSES OF THE POSITION

The core purpose of the position of Residential Support Worker is to provide personal care, community access and person-centred supports to clients with a disability to undertake everyday activities, whilst fostering independent living skills and to empower them to make choices that will lead to fulfilment and achievement of individual goals.

Duties may include but are not limited to:

- a) Development and implementation of PCP's in conjunction with House Coordinator
- b) Promote development and maintenance of independent living skills using formal and informal teaching methods
- c) Assist clients in undertaking a range of activities of daily living including- medication, personal & self-care, food preparation & mealtime assistance, dressing & maintenance of personal hygiene
- d) Undertake physical household tasks with clients participating where possible
- e) Perform personal support work with professional integrity and ensure the privacy and confidentiality of client information
- f) Receipt and maintenance of written records in accordance with guidelines including- medical records, health and safety concerns, notes on behaviours as per support plan
- g) Maintenance of accurate financial records including the collection and storage of receipts where staff are required to have direct involvement in handling resident funds
- h) Accurate and timely completion of payroll related admin
- i) Prepare compliance reports as required

POSITION:

SUMMARY OF POSITION RESPONSIBILITIES

The position is directly responsible to the House Coordinator for key accountabilities and the achievement of Key Performance Indicators.

KEY RESULT AREAS

This position is directly responsible to the House Coordinator or their delegate, for the following key accountabilities and the achievement of Key Performance Indicators.

- (i) Undertake all personal care duties, education and community inclusion tasks in line with active support model
- (ii) Demonstrated active contribution to residents goals as per PCP
- (iii) Undertake medication distribution and personal care duties with strict adherence to procedure and PCP all of the time
- (iv) Timely and accurate completion of all client procedural related paperwork according to specific guideline, procedures and work instructions
- (v) Demonstrated adherence to genU policy/procedure and guidelines at all times
- (vi) Attendance, participation and successful completion of all mandatory training and team meetings as required
- (vii) Demonstrated commitment to upholding employee responsibilities of WHD policy at all times
- (viii) Follows genU staff code of conduct at all times

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Qualifications:

- Certificate IV in Disability Studies or equivalent
- Current First Aid- Certificate II Level and CPR Certificate
- Working with Children's Check

Essential:

- Excellent verbal and written communication skills
- Satisfactory completion of a police check

POSITION:

Desirable:

- Previous experience in the provision of support services to people with disabilities who have complex health issues
- Experience in working with Indigenous Australians and people from culturally and linguistically diverse backgrounds

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending		✓	
Computer based tasks	✓		
Driving		✓	
Kneeling		✓	
Lifting		✓	
Sitting	✓		
Standing		✓	
Walking		✓	