



Disability Support Worker- Respite Program

Thank you for your interest in this position. A current position description and selection criteria follows.

If you require further information about the position, please contact **Guyline O'Donoghue** on 08 6169 1126.

For more information about Intelife visit our website at www.intelife.org

Please send your completed application including the application form, a covering letter stating your interest in working at Intelife and addressing the selection criteria and your resume to jobs@intelife.org with the position title in the subject line.

Closing date for applications is:

8 January 2018

Important: Please ensure you have read the application requirements before applying for a position at Intelife. Applications that do not meet the application requirements will not be considered.

Intelife Group thank you for your interest in our organisation, unfortunately due to the volume of applications received only shortlisted applicants will be contacted.



Position Description

Mental Health/Disability Support Worker

Employment Status

Casual position

Hours

4 to 38 hours per week

Award and Classification

The Social, Community, Home Care and Disability Services Industry 2010 (Federal)

Level 2 Pay Grade 1

Date of Issue

9 May 2017

Review

To be reviewed annually by Human Resources in consultation with Program Management

Job purpose

An Intelife **Disability Support Worker** provides person-centred support, mentoring and training for individuals with disabilities to assist in working towards achieving their goals through day-to-day activities within their local community.

One focus. One culture. One community. One Intelife

Position Description

Lifeskills Skills Trainer

Job Title	Lifeskills Skills Trainer
Program	Lifeskills
Reporting To	Lifeskills Coordinator
Award	Social, Community, Home Care and Disability Services Industry
Classification	Level 2 Pay Point 1 – 4.

Position Statement

The role of the Lifeskills Skills Trainer is to:

- Implement and support Community Access Recreation programs for service users.

The objectives of the Lifeskills Skills Trainer are to:

- Provide individual and small group support to adults with a disability on an individual needs basis.
- Assist clients to acquire independent living skills and integration into the community through recreational activities and specific skills training.

RESPONSIBILITIES	KEY TASKS / ACCOUNTABILITIES	PERFORMANCE MEASURES
Program support and implementation	<ul style="list-style-type: none"> • Support service users to participate in activities as prescribed by the services user's personal plan and/or as directed by the program manager or coordinator. • Assist in developing and planning individualised goals and activities for service users • Develop supportive relationships with service users and their families/ carers • Work collaboratively and in partnership with the service user to support them to exercise choice, achieve their goals and enhance community inclusiveness. • Participate in assessments of services users' ability, and review his/her interests and support needs • Monitor, evaluate and document progress of the service user while participating in planned activities • Maintain service and service users confidentiality • Exercise duty of care at all times. • Advocate on behalf of service users with his/her family and other agencies • Relevant service user information is conveyed to appropriate senior staff • Takes reasonable care to avoid foreseeable risk without unduly limiting the ability of service users to take responsibility 	<ul style="list-style-type: none"> • All service users participate in activities that are prescribed in his/her personal plan • Participate in generating and planning activities as required. • Programs are implemented according to strategies outlined in service user's individualised plans. • 100% positive feedback from service users and families/carers • Service user's progress towards individual goals is appraised after each session of service delivery. • Service users demonstrate choice • Service users achieve their goals • Serviced users report that they feel connected to their community • The Intelife Code of Conduct is strictly adhered to and service user confidentiality is always maintained • Unprejudiced advocacy is received by service users. • All service user information is up to date and actioned by appropriate program staff. • Reasonable care and responsibility has been taken in avoiding probable risks.

	for his/her decisions.	
Personal Care Training	<ul style="list-style-type: none"> • Familiarise self with service users' personal care requirements. • Provide instruction as required enabling the service user to be as independent as possible in this area. • Carry out personal care requirements for service users as required 	<ul style="list-style-type: none"> • All service users personal care needs have been reviewed prior to commencing activities • Provide assistance and instruction to the service users to develop individual personal care skills • Client's personal care needs are met and client's dignity is upheld
Transport Support	<ul style="list-style-type: none"> • Transport or support the transport of a service user travelling to and from the service and community activities. • Provide Transport service according to the transport roster 	<ul style="list-style-type: none"> • Service Users utilising Intelife transport have up to date Transport Details • Employees providing transport have reviewed service user's transport details to ensure appropriate service is provided • Transport is provided at rostered time and day.
Administration and Other	<ul style="list-style-type: none"> • Enter service user data into iCOMS • Complete accurate reports, records and other documentation as required. • Complete accident, hazard and injury reports as required • Participate in 6-weekly supervision sessions • Participate in annual performance appraisals • Participate in staff and other relevant meetings • Participate in core training and other training as directed • Complete time sheets and leave requests as required • Maintain security of all property belonging to the organisation and service users. 	<ul style="list-style-type: none"> • Accurate and relevant iCOMS data entered weekly and is entirely up to date at the end of each calendar month. • Service user files are updated as required • Accident, Incident and Hazard reports are completed as soon as practicable after an incident (no longer than 48 hours after incident). • Attend and engage in scheduled supervision and annual appraisals • Attend all scheduled staff meetings • Complete core training prior to 3-month probation • Complete training as required by Coordinator/Manager • Timesheets are completed and submitted to manager prior to due day/time. • Leave requests are completed as soon as practicable • Intelife/Service User property is maintained and kept secure at all times.
Occupational Safety and Health	<ul style="list-style-type: none"> • Comply with Occupational Safety & Health legislation and the OSH policies of Intelife • Comply with the relevant legislation and Intelife procedure. • Request assistance for transferring and moving of significantly impaired clients (mobility). A two person list is an organisational requirement. 	<ul style="list-style-type: none"> • Work within the boundaries of Intelife's OSH principles and practices • Meet legal requirements • Dress code adhered to • Incident reports
Quality Assurance and Risk	<ul style="list-style-type: none"> • Identify and manage risk • Complete risk assessments and safety documents. 	<ul style="list-style-type: none"> • No non-conformance within audits • Positive customer feedback • No loss of current contracts • Known risks are assessed and mitigated • Incident reports
Organisational	<ul style="list-style-type: none"> • Demonstrate commitment to and understanding of Intelife's Vision, Mission 	<ul style="list-style-type: none"> • Feedback in staff survey and from peers during annual appraisals

	<p>and Values; and comply with Intelife Policies and Procedures</p> <ul style="list-style-type: none"> • Provide timely feedback on any issues or concerns raised by customers or customers staff. • Foster positive and professional relationships both within the Lifeskills program and across the Organisation • Professionally represent Intelife to the highest level whilst in the community • Complete training and development as required. 	<ul style="list-style-type: none"> • Feedback received from stakeholders • Mandatory training completed within specified timeframe • Professionally and positively represent Intelife in the community. • Professional development completed.
Other	<ul style="list-style-type: none"> • Other duties as directed by the Lifeskills Program Manager. 	<ul style="list-style-type: none"> • Tasks and duties completed accurately and within set timeframes as requested.

Selection Criteria

Essential

- Demonstrated ability to problem solve when faced with challenging or unanticipated situations.
- Demonstrated ability to work independently in the community.
- Demonstrated physical ability to assist individuals to transfer in and out of Wheelchairs (including lifting wheelchairs into vehicles), and support individuals with mobility requirements as required.
- Willingness to perform personal care, as required.
- Current WA Drivers Licence.
- Satisfactory Police Clearance.
- Completion of a VEVO check.
- Willingness to undergo further personal background checks as required by contracts.
- Willingness to undertake pre-employment medical and drug & alcohol assessment.
- Provide two current professional references.
- Demonstration of strong commitment to Intelife Vision, Mission and Values.

Desirable

- Certificate III or IV in Disabilities, or demonstrated experience in Working with people with disabilities.
- First Aid Certificate.