



## 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](http://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](mailto: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

Part Time position

### Hours

Minimum of 25 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.

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

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

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

## 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.