

POSITION DESCRIPTION:

Position title:	Community Support Worker
Status:	Part Time/Casual
Location:	Bendigo or Mildura
Classification level:	SACS Level 2
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	Direct Support Team Leader
Date Approved:	October 2023

WORKING ENVIRONMENT**Code of Conduct**

All employees must abide by the Organisational Code of Conduct.

Occupational Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

Performance Review:

A Performance Review will be conducted using the Organisations Performance Management Process.

POSITION SUMMARY

An employee at this level provides direct care assistance for participants of the organisation.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Lifely, educators and staff are committed to ensuring the safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to implement the National Child Safe Principles and embed the Child Safe Standards to prevent and respond to allegations of child abuse. We are committed to implementing our Child Safe Environment Policy incorporating the Child Safe Standards.

As a staff member of Lifely, you are expected to exemplify leadership and a strong dedication to ensuring the safety and wellbeing of all children and young people in your care. Your key responsibilities include:

- Disclosing any information you learn during your work that a reasonable person would consider could affect your suitability to work with children and young people.
- Acting as a protective figure during all interactions, and taking proactive steps to prevent any form of abuse or neglect.
- Adhering strictly to all policies, procedures, and the code of conduct related to child safeguarding.
- Keeping your personal details up-to-date with the appropriate department responsible for working with children checks or their equivalent, in accordance with regulations.
- Completing the Working With Children Check (WWCC) before starting your role and maintaining its validity throughout your employment.
- Undergoing a National or International Police Check prior to employment, and as required by Lifely.
- Reporting any concerns, suspicions, allegations, or disclosures of child abuse or neglect promptly, following standard procedures.
- Participating in all mandatory safeguarding training sessions.
- Using consistent methods to handle feedback, concerns, or complaints from children, families, and colleagues.
- Ensuring that new program ideas involve consultation with children and young people, using approved practices and resources.
- Staying informed about policies and procedures related to the protection of children and young people.
- Attending any additional training related to safeguarding, as required by your role.
- Promoting a culture of cultural safety and inclusion for children and young people from diverse backgrounds, including CALD communities, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ communities, and those with disabilities.

POSITION OBJECTIVES

1. Facilitation of participant Individual Plans;
2. Facilitation of high-quality participant driven community based support and recreation to support participants to reach their full potential as a valued and active community member;
3. To undertake duties in a self-motivated and professional manner;
4. To make a positive contribution to the wellbeing and development of participants of the organisation; and
5. To uphold Lifely's mission, values, practices and philosophies.

LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor of the relevant program in which the employee is working. The employee is required to undertake a range of activities requiring the application of established work procedures and may exercise limited initiative or judgment within clearly established procedures and guidelines.

SUPERVISION

An employee at this level works under general guidance and operates within established routines, methods, standards and procedures and is responsible for managing time, planning and organising their own work and may be required to provide limited guidance to a limited number of lower classified employees.

KEY TASKS AND DUTIES *(including Key Performance Indicators)*

1. Provide community based, participant directed facilitation and support, which may include personal care tasks. Individual privacy and dignity will be maintained at all times.
2. To ensure that participants are central in service planning, provision and decision-making in accordance with their Individual Plan by empowering participants to access local community facilities, groups and networks.
3. To ensure the health and safety of participants at all times.
4. To ensure confidentiality of participant and Lifely information.
5. To complete Session Reporting Sheets following individual participant sessions.
6. For part time staff, it is a requirement to undertake personal care. Where an employee refuses to provide care they are not eligible for part time status.
7. To attend relevant training and meetings as required.

Key Performance Indicators

- Participant focus - Assist participants with support in meeting the objectives stated in their Individual Plans
- Professionalism - Uphold the reputation of Interchange in the community and abide by its policies and procedures
- Self-discipline - Undertake training and professional development as required and self-monitor necessary compliance (eg First Aid)
- Analytical - Demonstrated ability to identify and assess risks when working with participants
- Refer to HR004-03 Key Performance Indicators

QUALIFICATIONS

- An appropriate certificate relevant to the work required to be performed
- Previous experience in a relevant industry, service or an equivalent level of expertise and experience to undertake the range of activities required
- Appropriate on-the-job training and relevant experience

OTHER REQUIREMENTS

- Proof of Eligibility to work in Australia
- Approved working with children clearance as per state requirements.
- Approved NDIS Worker Screening Clearance
- Current Level 2 First Aid Certificate and CPR component
- NDIS Worker Orientation Module Certificate
- COVID-19 Vaccination Booster Certificate
- A current Victorian driver's licence
- A motor vehicle, which is comprehensively insured. (A copy of your current insurance policy and driver's license is required to be submitted at the time of recruitment and annually from then on and when changes occur).

SELECTION CRITERIA

1. Experience facilitating individual participant goals within the boundaries of person-centered philosophy.
2. Proven experience maintaining duty of care and professional boundaries.
3. Ability to identify and manage risks and problem solve.
4. Excellent communication and report writing.

RELEVANT PHYSICAL REQUIREMENTS

Pre-employment medical examinations / functional capacity examination

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description.

Physical activities

The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly	Comments
Standing			✓		
Sitting			✓		
Bending			✓		
Walking			✓		
Repetitive hand work			✓		
Heavy lifting (>15kg)		✓			

Plant and Equipment

This role involves minimal working with or near plant or equipment:

Activity	Nil	Light	Average	Constantly	Comments
Rotating parts	✓				
Noisy environment	✓				
Moving (machinery)	✓				
Strobe or similar lights	✓				
Operating plant controls	✓				
Driving plant or vehicles			✓		
Machinery vibration	✓				

Other Activities

Activity	Nil	Light	Average	Constantly	Comments
Talking on the phone		✓			
Direct contact with people				✓	
working at heights	✓				
Working with animals / wildlife	✓				

Declaration (To be signed by the successful applicant only)



Community Support Worker

Lifely acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity.

You are required under Section 82(7) of the Accident Compensation Act 1985 ("the Act") to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose a pre-existing injury or disease means that any recurrence, aggravation, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with Lifely does not entitle you to compensation under the Act.

I declare that I am fit and able to perform the inherent requirements of the position outlined above.

Name	
Signature	
Date	

SIGNATURES

Signed for and on behalf of the Organisation:

Name: _____ Signature: _____

Position: _____ Date: _____

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____

Position: _____ Date: _____