

POSITION DESCRIPTION:

Position title:	Residential Support Worker – Supported Independent Living
Status:	Part Time/Casual
Location:	Bendigo or Mildura or Kerang
Classification level:	SACS Level 2
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	House Supervisor
Date Approved:	May 2022

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

A Residential Support Worker, at this level, provides direct care assistance for participants of the organisation.

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

A Residential Support Worker, 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)*

- assisting in the development or implementation of resident care plans
- implementing participant skills and activities programmes under limited supervision either individually or as part of a team
- providing a wide range of direct care assistance and assistance with all aspects of daily living including personal care, household tasks and interaction with the community, under limited supervision either individually or as part of a team as part of the delivery of disability services
- ensure that the service provided is in keeping with the relevant Service Standards and the policies and procedures of the organisation.
- planning, cooking or preparation of the full range of meals under limited supervision either individually or as part of a team
- assisting and providing personal care supports
- administer and monitor prescribed medication per established policies and guidelines
- provide transport for residents as required
- ensure appropriate records are kept and maintained for the expenditure of resident and house funds per organisation's policies and procedures
- monitor residents' general health and well-being and report changes
- maintain a record of significant daily events concerning the household and individual residents as appropriate
- maintain participant and organisation confidentiality
- act as an advocate for residents
- contribute at team meetings, training sessions and residents' House meetings
- other duties as may be allocated from time to time

Key Performance Indicators

- Participant's needs are met, and the dignity of participants is maintained
- organisational policies and procedures are adhered to along with National Disability Service Standards
- the house is kept clean and secured
- appropriate assistance is provided



Residential Support Worker

- 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 NDIS Worker Screening Clearance
- Approved Working with Children Clearance as per state requirements.
- 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.

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: _____



Residential Support Worker