

APPLICATION PACKAGE – LIFESTYLE SUPPORT WORKER

Please read through the below information.

Applicants are asked to submit a cover letter, resume and address the selection criteria.

Applications close 8am Thursday 10th March 2022 and are to be sent to

admin@dcsa.org.au

Position Description for Lifestyle Support Worker

Organisation:	Douglas Shire Community Service Association Ltd T/A Mossman Support Services
Employer:	DSCSA Ltd (T/A Mossman Support Services) Board of Directors
Employer's Location:	20 Mill Street, Mossman 4873
Position Title:	Lifestyle Support Worker - Casual
Reports To:	Lifestyle Support Connections Coordinator
Remuneration:	SCHCADS Award Level 2.1 (based on qualifications)
Position:	Hours vary according to service requirements

POSITION SUMMARY:

Using a person-centred, client focussed support approach, the Lifestyle Support Worker will work as part of a team (which may include families) to provide support to service users with diverse needs to participate in activities as prescribed by the service user's personal plan/s and or as directed by the Lifestyle Support Coordinator.

Lifestyle Support Workers provide consistent and appropriate support to service users in areas including physical, emotional, behavioural, social support, personal care and lifestyle planning as agreed and detailed on each individual service agreement and personal support plan and provide opportunities for choice, self-advocacy and social inclusion.

Lifestyle Support Workers will ensure the maintenance of each individuals rights, support appropriate outcomes for all individuals and be committed to best practice and quality service delivery.

KEY RESPONSIBILITIES: CLIENT FOCUSED

Lifestyle Support Workers provide support to people with a disability in their day-to-day lives by providing assistance with group or individual tasks and activities supporting individuals to meet their individual personal goals.

- Direct Care Duties including but not limited to:
 - Personal Care – toileting, showering/bathing, dressing, grooming, exercise, eating, drinking, building & maintaining relationships
 - Household Tasks – cleaning, laundry, meal preparation, gardening;
 - Financial Management – Shopping, paying bills, budgeting, use of ATM's, completing forms
 - Independent Living Skills - assist clients to learn and improve their abilities to enable them to live independently eg. communication/correspondence, personal safety & security, time management, establish routines, use of public transport
 - Mobility – lifting, transferring, transportation.
- To facilitate community inclusion and participation, dependent on individual needs, abilities and preferences.

- To support individuals to establish and maintain relationships and interests through access to community activities, venues and services, education or employment.
- To carry out and promote positive routines/duties/activities in a cooperative, reflective and flexible manner, which are meaningful and purposeful to the individual.
- To model and encourage positive and socially acceptable behaviour/challenging behaviours in accordance with the service user's support plan.
- To promote empowerment and the right of choice for all people in need of support within the community.
- To work with individuals, family members and other stakeholders in a collaborative and supportive manner.
- To maintain the privacy of clients and their families and ensure that client confidentiality is strictly adhered to at all times
- To maintain personal and professional boundaries in all interactions with clients and their families.
- To complete file notes at the end of each shift.
- Exercise duty of care at all times within a dignity of risk framework.

KEY RESPONSIBILITIES: ORGANISATIONAL

- To contribute to the continual service improvement of Mossman Support Services.
- To maintain effective levels of communication through timesheets, written reports and file notes, incident report forms, hazard identification forms, electronic kilometre tracking and any other necessary documentation.
- To adhere to Mossman Support Services policies, procedures and line managers, managers or boards directives.
- To comply with all Mossman Support Services WHS policies and take reasonable care of own health and safety and that of other personnel who may be affected by your actions.
- Any other duties that may be requested by the LSC Coordinator or Board of Directors.
- Attend all necessary meetings, including all scheduled staff meetings.

KEY PERFORMANCE INDICATORS

- Individuals are supported in personal decision making, choice and control
- Individuals are achieving their personal goals indicated on their individual support plans
- The Individual and their family/carer are satisfied with the nature of the Lifestyle Support Workers engagement and support.
- Maintains effective levels of communication through timesheets, written reports and file notes, incident report forms, hazard identification forms, correct operation of GPS tracking systems and any other necessary documentation/activities.
- Knows and uses reporting systems concerning incidents, care concerns, child abuse allegations.

ESSENTIAL REQUIREMENTS OF THE POSITION

- A citizen or resident of Australia with the right to work in Australia
- Qualification in disability support or other allied profession and/or relevant experience working within the disability sector or related industry
- Positive notice to Work with Children (Blue Card)
- NDIS Worker Screening Clearance
- Current First Aid and CPR Certificate or willingness to obtain within one month of commencement as an employee
- Minimum "C" class drivers' license, a roadworthy vehicle, full comprehensive insurance.
- Registered and comprehensively insured motor vehicle
- A mobile phone that can receive calls
- As Mossman Support Services is a mandated service, full Covid 19 vaccination evidence is required.

ADDITIONAL ATTRIBUTES

- Ability to relate to people with disabilities in a positive manner
- Cultural awareness and respect for cultural diversity
- Honesty and integrity
- Confidentiality to ensure the security of client and Mossman Support Services property and information
- Flexibility to adapt and adjust plans to meet new priorities
- Achievement oriented to set and achieve goals

NOTE: *Statements included in this description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The Lifestyle Support Worker is required to carry out all duties in accordance with the Mission Statement and the policies and procedures of the Mossman Support Services and to act at all times with integrity and professionalism.*

LIFESTYLE SUPPORT WORKER SELECTION CRITERIA

SC 1.	Demonstrated skills supporting and caring for individuals with complex support needs
SC2.	Demonstrated ability to carry out direct care duties including personal care, household tasks, household management and mobility assistance
SC3.	Demonstrated ability to carry out and promote positive routines/duties/activities in a cooperative, reflective and flexible manner, which are meaningful and purposeful to the individual.
SC4.	Demonstrated ability and willingness to work in a diverse range of settings including an individuals' place of residence and community environments.
SC5.	Demonstrated written, verbal and interpersonal communication skills including conflict resolution, negotiation and problem solving.
SC6.	Demonstrate how you would adhere to policies and procedures and or line managers directives.
SC7.	Demonstrate an understanding of confidentiality and privacy principles