



Position Description

Disability Support Worker

Position Title:	Disability Support Worker – Night Shift	
Position Status:	Permanent Part Time – Monday to Thursday, 9pm – 5am (4 nights)	
Reports To:	Burnie Regional Manager	
Location:	Cape Country Accommodation, 2 Cotton Street Wynyard	
Regional Office:	McKays Road, Somerset 7322	
Award:	Social, Community, Home Care and Disability Services Industry Award 2010	Level: 4.1

St Vincent de Paul Society

St Vincent de Paul Society members and volunteers have assisted people in need for over 150 years.

With over 1,000 volunteers and 120 employees in Tasmania, St Vincent de Paul Society's core focus is to help men, women and families break their cycle of poverty and disadvantage.

The Burnie Region covers Somerset, Burnie, Wynyard, Queenstown and Smithton and incorporates Conferences, Special Works which provide accommodation and employment for people with a disability and 6 Retail Centres.

The organisation works to a Strategic Plan to ensure the Burnie Region is serving those in need as best we can, and in line with our Mission the Regions Good Works remain sustainable and viable into the future.

Mission

The key objective of this position is to assist the Society to fulfil its mission:

"The Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society."

Position Purpose

The Disability Support Worker is an integral part of the team and is required to sleep on-site 4 nights per week (Monday - Thursday) so as to be available to respond to resident emergencies and ensure the appropriate emergency services and/or family members are notified if required.

Duties will include:

- Document all night activity call outs
- Provide support and assistance to tenants to maintain their independence
- Provide feedback to the Burnie Regional Manager
- Document any maintenance issues
- Ensure that the accommodation provided to you is kept clean and linen is changed at the end of each shift
- Other duties as directed by the Burnie Regional Manager

Key Accountabilities and Outcomes

The Disability Support Worker will be responsible for the following key accountabilities and outcomes:

- To work in a safe manner at all times
- To maintain the health and wellbeing of tenants at all times
- To attend meetings and training as required
- Ensure all activities comply with St Vincent de Paul Society (Tas) Inc. Workplace Health and Safety policies and procedures
- Notify Burnie Regional Manager of any safety issues or hazards

Internal and External Relationships

The Disability Support Worker will:

- Report directly to the Burnie Regional Manager of the St Vincent de Paul Society (Tas) Inc.
- Liaise with the Burnie Regional Office

Required Knowledge / Experience / Attributes

These are abilities that demonstrate the knowledge and experience required to perform this position:

- Excellent analytical, conceptual, problem solving skills
- Advanced communication skills, and ability to communicate effectively with stakeholders
- Contribute positively within a team environment
- Demonstrate a friendly, positive attitude, with a willingness to learn
- Ability to maintain confidentiality on information at all times
- Demonstrate genuine respect for all people regardless of their situation

Required Education / Licences / Certificates

- Certificate IV in Disability Services
- Working with Children and Vulnerable Persons Check

Employee Name

Employee Signature