

JOB DESCRIPTION FORM

Position: Family Support Worker	Reports to: Service Coordinator
Department: Community Services	Date: June 2011

Primary Purpose

To support individuals and families of people with intellectual/multiple disabilities to maintain their relationships and care arrangements within the family home.

Service recipient Safety & Healthcare

- Carry out service recipient support as per the Individual Support Plan including assisting with medication administration as required.
- Assist service recipients in their daily routine including continence care, bathing, showering, toileting and dental care and other developmental goals if required
- Administer first-aid procedures as necessary.
- Provide high quality care for individuals with a disability in their homes.
- Monitor individual needs during respite care, in consultation with Coordinator and, where required the Community Nurse.

Individual Needs

- Provide effective respite care in conjunction with caregivers.
- Ensure service recipients have opportunities to participate in skill development activities, both within the residence and in the community to meet individual goals.
- Liaise with service recipients' families as required and assist service recipients to maintain family and social relationships.

Administration

- Ensure that appropriate and accurate records of services provided to service recipients are maintained.
- Ensure that appropriate and accurate records of the service recipients' health care management are maintained.
- Maintain appropriate and accurate records and receipts of any expenditure, according to documented policy and procedure.
- Assist with clerical work (e.g. preparing mail outs, filing and archiving) as directed by Coordinator.

Communication

- Actively advocate for client rights and responsibilities.
- Report to the Coordinator on matters relating to service delivery and agency functioning.
- Communicate and cooperate with team members to enhance service delivery.
- Share appropriate information with the team ensuring privacy and confidentiality is maintained.
- Communicate effectively and respectfully with service recipients, staff, family and community members ensuring confidentiality is maintained.

Home Environment

- Transport residents to social/recreation/work venues as required.
- Participate in routine of individual's houses as required.
- Follow OSH procedures at all times whilst in the family home and during out of home activities.

Occupational Health and Safety

- Carry out routines that promote and maintain a safe and secure environment.
- Adhere to OHS policy and procedures.
- Report all incidents, accidents and hazards according to procedures to Coordinator or Manager as required.

General

- Perform other duties as directed by your Coordinator/ Supervisor.
- Participate in staff meetings and training programs where required.

Selection Criteria*Essential*

- Demonstrable experience working with people in a human service and/or a general caring role.
- An understanding of the range of implications of disability on an individual and family.
- Demonstrate positive and contemporary attitudes toward people with a disability.
- Good written and verbal communication skills.
- Ability to work alone and without direct supervision at the worksite.
- Willingness and ability to learn and reflect in the work environment identitywa's values.
- Ability to work evenings and weekends.

Desirable

- Certificate III/ IV in Disability Services, or recognised prior learning and/or experience.
- Demonstrable experience in the provision of care to people with disabilities including complex needs.

Other Requirements

- Current Basic Workplace First Aid Certificate (HLTFA201A) or equivalent.
- Satisfactory National Police Certificate.
- Current Working with Children check.
- Current Driver's Licence.
- Access to a vehicle with comprehensive insurance and standard (business) registration.

