



Information for Applicants

Disability Support Worker

Part Time, Permanent, Nerang based.

Thank you for taking the time to find out more about applying for our *Disability Support Worker* position, within Horizon Foundation Inc, as organisation that provides quality programs for people with a disability.

Please read the following carefully, in order to correctly register your interest.

Horizon Foundation Inc. was founded in 1981 and is a not-for-profit organisation creating opportunities for people with a disability, injury or illness.

We operate from twelve locations serving the Eastern corridor of South East Queensland from Wynnum, through to Stones Corner and south to Tweed Heads. We also have a network of regional partners in Cairns, Townsville, Rockhampton, Sunshine Coast, Gympie & Dalby.

Employing over 180 staff, services are provided for over 1400 people each year. These services include government subsidised programs, government commercial contracts and commercial businesses. The Foundation does not rely upon fundraising to fund its activities.

The organization has a Quality Assurance system and meets all Human Services Quality Framework and National Disability Services.

Horizon Foundation is a leading disability service provider.

COAST offers both one on one community access and center based activities that provide opportunities for meaningful activities that meet client's needs and preferences.

Details of the duties and requirements of the position are attached in the Position Description. **Please read this carefully.**

The Position.

The successful applicant will be responsible for supporting service users with high physical support needs, to access community programs and provide transportation and support to the individuals accessing the center based program.

Duties include:

- Driving a van to pick up and drop off service users.
- Successfully implement programs with service users in an age appropriate manner, maintaining a client focus at all times and respecting individual client preference wherever possible.
- Effectively assist in preparation of activities and programs, in partnership with other Support Workers, Coordinators and Manager.
- Assist service users with personal care needs, including assistance with eating, peg feeds and hoisting for personal hygiene needs, etc.

In-service training will be provided for this position. The hours will be 20 hours per week, Part Time plus reasonable additional hours dependent upon service requirements. Flexibility is essential, as work hours may vary including weekend work in order to meet the needs of service users.

This position is under the Social Community Home Care & Disability Services Industry Award 2010 with a 3 month probationary period. Pay rate will be Level 3 (between \$22.34 per hour and \$24.66 dependent on experience).

Leave entitlements are as per the award.

The position reports to COAST's Service Coordinator – Carolyn Reeve.

The Rewards

We are committed to getting the right person with the highest possible skill set, to enhance the work we do, namely fulfilling the mission and vision of the organisation.

We also want someone who has high personal values that will match our organisation's values and culture. We want you to be as comfortable with us as we want to be with you!

In return;

- You will work in a close team environment while also having the freedom to develop innovative strategies and projects.
- You will be joining an organisation that places a high emphasis on its service users and staff, creating a rewarding and satisfying working environment.
- You will be joining one of Australia's top 50 Employers as listed in BRW.
- You will receive initial orientation and on the job training and support on a regular basis.

How to apply:

Please visit our website www.horizoninc.org, download the information pack and include the following:

- Covering Letter**
- Brief Current Resume**
- Completed application form**

To be considered for this role, please provide details of your experience and qualifications as detailed in the position description.

Telephone enquiries/questions are welcome please contact:

Carolyn Reeve: 5575 0222.

All applications will be acknowledged, however only short listed applicants will be interviewed.

Key Documents:

Information Pack & Position Description
Application for Employment Form

Thank you for taking the time to read about this position. We look forward to receiving your application.





Creating opportunities for people with disabilities

POSITION DESCRIPTION

Position Title:	Disability Support Worker
Service Area:	COAST
Classification:	Social Community Home Care & Disability Services Industry Award 2010 (DSI). Level 3, Part Time & Casual
Direct Reporting to:	Manager & Coordinator
Liaising With:	Internal: Key Workers Other COAST DSW Volunteers External: Other staff members of Horizon Foundation Inc Parents and/or Carers External organisations Members of the general public

Primary Function:

To support and assist individual service users in achieving their stated goals to reach their full potential in life and within the objectives of the services and the Human Services Quality Framework (HSQF)

Duties:

1. Fulfill the classification requirements of the Social & Community Services Level 3, Social Community Home Care & Disability Services Industry (DSI) Award and any amendments thereof;
2. Provide direct support to service users to assist them in developing and achieving their chosen goals and to make a successful transition into adult life.
3. Assist service users with the planning, implementation and monitoring of effective programs with a consistent service user focus.
4. Assist service users with personal care needs, including assistance with eating, toilet and hygiene needs.
5. Assist in the safe lifting techniques as instructed by Manual Handling Training, and by relevant professionals where relevant (e.g. Physiotherapist).
6. Administer medication by following the procedure in the COAST Policies and Procedures.
7. Ensure all resources are in good working order and accounted for.
8. Provide mentoring support to new employees as directed by the Manager and Coordinator.

9. Supervise and train volunteers/work experience participants “in the field”, as directed by the Manager or Coordinator.
10. Implement established work practices and provide feedback on these procedures and where improvement is possible, or revision is needed.
11. Maintain level of competencies and key performance indicator as required for the position.
12. Actively participate in all Quality Assurance functions including continuous improvement activities, internal audits, policy development, and achievement of the organisation’s quality objectives as detailed in the Quality Statement.
13. Exercise a duty of care to other employees, consumers, and members of the public by following all instructions in relation to Queensland Work Health & Safety ACT 2011 in Section 28: Duties of Workers while at work, a worker must – take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
14. Abide by the requirements of Horizon’s Workplace Health and Safety Management System (WHSMS) the Queensland Work Health and Safety Act (2011) and Regulations (2011), Codes of Practice and any amendments that may be legislated from time to time.
15. Participate in compulsory in-service training and other training as determined consistent with the organisations Skills, Training and Development Policy.
16. Provide written and oral reports as requested, relevant to the position.
17. Maintain level of competencies and key performance indicators as required for the position.
18. Participate in performance appraisals as required.
19. Operate within the organisation’s budget allocations, financial controls and other requirements as outlined in the Staff Handbook, Quality Procedures, organizational policies and the Authority/ Reporting document relevant to the position.
20. Deliver services that are in accord with the Principles and Objectives of the Disability Services Act 2006, the Human Services Quality Framework (HSQF) and Key Performance Indicators and any amendments to the Act that may occur from time to time.
21. Operate in alignment with the stated Values Commitment of the Horizon Foundation Inc.

Qualifications/Licences:

Mandatory:

1. Cert IV in Disability and/or significant demonstrated experience
2. Demonstrated knowledge and expertise in working with services users who have a disability.
3. Current QLD Drivers Licence.
4. Provide First Aid Certificate including CPR
5. Disability Blue Card / DS Positive Exemption Notice Card (should you currently not possess a card/notice, Horizon application will be made on the first day of your employment)
6. Computer Skills – MS Office (Word, Outlook, Internet etc)

Desirable:

1. Behaviour Management Planning Skills

Skills, Knowledge and Attributes Required:

1. Sound knowledge of the HSQF and how they pertain to service user focus as well as a demonstrated ability to lead their implementation in a day-to-day service delivery.
2. Demonstrates knowledge of relevant disability and the implications of this for effective service delivery.
3. Demonstrates knowledge of effective program implementation and monitoring.
4. Well-developed oral and written communication skills.
5. Self-management – demonstrated ability to plan, prioritise and organise your workload in a way that contributes to successful service user outcomes.
6. Ability to show initiative and innovation through successfully implementing programs with service users in age appropriate manner, maintaining a service user focus at all times and respecting individual service user preference wherever possible.
7. A commitment to implementing the Consumer Policies of the State Services of Horizon Foundation Inc.
8. High level of problem solving and decision making skills.

Key Performance Indicators:

1. Meet - Hold or attain skills and knowledge of Human Services Quality Framework and Key Performance Indicators to support all service users to meet individual goals and service delivery
2. Meet – The requirements of resource management of all resources used for programs at COAST.
3. Meet – Clear understanding of the relevance of the Human Services Quality Framework.
4. Meet – Attend and participate in a minimum of 70% of staff meetings (only exception to this is due to paid work commitments with COAST or an outside organization. Documented evidence will need to be supplied for outside positions).
5. Meet – Participate in training to support the service users of COAST.
6. Meet – All service level & online documentation and within document deadlines.
7. Meet – All WHS requirements including Australian Standards, Codes of Practice or other WHS material, Employee Code of Conduct & Duty of Care.
8. Meet – All organisation policies and procedures both COAST and Horizon Foundation Inc.

Requirements of the position:**(i.e. heat, lifting, sitting, driving, resilience etc.)**

1. Standing & sitting for up to 8 hours per day with periodic breaks
2. Driving and sitting in a vehicle for up to a 4 hour maximum between various locations
3. Manual handling of up to 20 kgs & as per Hazardous Manual Tasks Code of Practice
4. Ability to manual handle people with appropriate equipment and/or instructions
5. Ability to deliver personal care
6. Working in an air-conditioned office and or in the external environment
7. Ability to adapt and respond well in adverse situations and when under pressure

Acknowledgment:

I, _____ (print employees full name) understand the requirements of the position as outlined and agree to perform these duties to the standard required of the position as detailed. Additionally I agree to immediately inform the person I directly report to and the CEO should any of my essential qualifications (mandatory requirements) lapse, including, but not restricted to my current driver's licence and positive blue card/DS positive exemption notice card. I further agree to adhere to all company policies, including, but not restricted to current Vehicle Use Agreements. I understand that by not adhering to these requirements I could be terminated from my position.

Employee Name: _____ Signed: _____

Name of Witness: _____ Signed: _____

Date: _____

Position Description Authorised by:

Employer Name: _____ Signed: _____

Position: _____ Date: _____

Review Date: October 2016

Distribution Instructions:

Original: Attach to Personal Information Form and send to Human Resources.
Copy: Given to Employee.