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**JOB TITLE**            Disability Support Worker

**DATE**                    September 2020

**REPORTS TO**          VPS Team Leader

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## JOB DESCRIPTION

### Purpose of Role

As a Disability Support Worker, you will assist participants with daily living tasks, community inclusion and participation activities. Tasks are undertaken in the context of supporting the participant to maintain their wellbeing, explore opportunities and work towards agreed outcomes that are important and meaningful for the participant.

A VPS Disability Support Worker will:

### Main Duties

- Foster hope through positive and respectful relationships with participants
- Assist and empower participants to develop and implement goals, will support to participants to build skills and resilience; and
- Deliver supports that facilitate empowerment, enhance informed decision-making and enables increased community participation for participants

### Key Responsibilities

- **Participant Support:** Deliver tailored support to participants based on person centered plans, using a strengths based and informed practice that aligns with the National Disability Service Standards
- **Teamwork and Professional Development:** Develop a professional development plan with your supervisor and be proactive about obtaining the objectives within it, through accessing internal and external training. Engage in reflective practice with your supervisor and team
- **Authority and Accountability:** Work outcomes will be collaboratively determined with and supervised by the Team Leader. Autonomy will be exercised within established guidelines
- **Occupational Health and Safety:** Maintain a clean and safe work environment complying with VPS's OH&S policies and procedures. Ensure that safe working processes are undertaken at all times. Identify and report all hazards to your supervisor
- **Relationships:** Maintain and develop relationships with external services, including other community and health services, training providers and educational institutions. Always represent VPS in a positive, inspired and professional manner

### Other duties

Fulfil other duties as required by management and other department personnel as required.

## PERSON SPECIFICATION

- Qualifications**
- Certificate III or higher in a relevant discipline, or a Bachelor Degree in a relevant field (Community Services, Mental Health, Alcohol and Other Drugs, Social Work, Psychology)
- Experience**
- A minimum of twelve months' practical experience post qualification within a relevant field; and/or a combination of lived and learned experiences
- Knowledge**
- A working knowledge of NDIS Quality and Safeguards Protocols, National Disability Service Standards, National Recovery Framework
- Skills and Competencies**
- Clear and concise communication skills
  - Respect and understanding of the range of issues experienced by people living with disability and mental health needs
  - A commitment to offering responsive support to participants that is respectful and empathetic, as well as being able to set clear boundaries, informed by a recovery-oriented practice framework
  - Computer literacy
  - Organisational and time management skills
  - Excellent attention to detail.
  - Confident manner
  - Positive approach to change.
- Other**
- Current Victorian Driver's Licence
  - Current First Aid and CPR
  - Completed NDIS Worker Modules
  - Current National Police Check
  - Ability to pass a DWES Clearance
  - Current and Clear Working with Children Check

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

## ACKNOWLEDGEMENT

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

### SIGNED BY YOU

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Employee

.....  
Date

### SIGNED BY MANAGEMENT

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Manager

.....  
Date