


POSITION DESCRIPTION

Disability / Youth Support Worker

	Position Title	Disability/Youth Support Worker
	Division	Merriwa Community Services (MCS)
	Classification	Support Worker (Level 2)
	Employment Status	Casual

At Merriwa, our Dream, Purpose and Values guide the way we work together with our clients, customers and each other. By caring about our business and each other we can help more people in our community.

Our Dream

We are part of a future where people of all abilities reach their potential and they feel respected, happy and confident.

Our Purpose

We provide an environment which encourages people to reach their potential while delivering quality products and services to our customers and clients.

Our Values

*The Merriwa team has shared values which result in taking **PRIDE** in our work and our role in supporting our community.*

- **Prosperity:** We are successful in the provision of our products and services, and having a positive working environment
- **Responsibility:** We treat the Merriwa business like it is our own business
- **Integrity:** We are honest and work to high standards
- **Diversity:** We understand that every person has different abilities and we welcome, accept and celebrate our differences
- **Excellence:** We are committed to being the best we can be, every day, as we serve our clients and our customers.

Position Summary

At Merriwa we are committed to providing individualised, high quality and professional support to our clients.

The Disability Support Worker provides direct support to youths and/or people with a disability in a safe workplace ensuring the values of the organisation are upheld at all times.

Organisational Relationships

Reports to:	Coordinator- Child, Youth and Family
Reportees:	None
Key Internal Liaisons:	Administration Staff – Discharge of Duties Managers and Supervisors – Discharge of Duties Clients and Families – Discharge of Duties
Key Internal Forums:	Occupational Health and Safety Committee QA working groups

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Areas of Responsibility

PRIMARY OBJECTIVES

Provide support to supervisors, and management in relation to the needs of MCS, including:

1. Maintaining client records
2. Carry out administrative tasks on shifts according to standard daily requirements.
3. Maintain confidentiality in all matters and empower participants and young person's dignity and rights
4. Implementation of training and skills development plans in accordance with Person Centered Planning procedures
5. Act in accordance with and maintain an awareness of all company policies, OH&S requirements, Disability Service Standards and Quality Assurance System
6. Monitors the well-being of MCS participants and reports accordingly
7. Fosters a positive team approach

SPECIFIC DUTIES

Training and Development

- Participate in the development, implementation, monitoring and review of participants and young people's Individual Plans such as:
 - Behaviour Support Plans
 - Individual Program Plans
 - Health Care Plans
 - Looking After Children (LAC)
 - Personal Care Plans.
- Keep abreast of current trends in the area of skills development training, advocacy and empowerment for people with a disability and young people.
- Actively participate in forums/ information sessions for people with a disability and young people and undertakes own personal development and training as recommended and mandated by management.
- Support and document participants and young people's opportunities to achieve quality lifestyles through: meeting individual needs; assisting participants and young people to pursue their own interests; promoting hobbies, external friendships, promoting choice, initiative and self-expression; providing effective behavioural support and enabling participants to partake and be included in the life of the community.
- Maintain a safe and healthy working environment through cooperating with OHS instructions, policies and procedures and taking reasonable care for yourself and others.

Operations

- Staff are to operate within the Victorian Disability Service Standards, Child Youth and Family Legislation, State Legislation and OH&S requirements.
- Provide active support to encourage and empower participants and young people to maintain and develop their independent living skills.
- Provide active support, assistance and counseling to participants and young people as required, making recommendations to the Team Leader regarding any action required or the need for further intervention.
- Liaise with, and maintain a positive relationship with families, advocates and relevant others to advance the ongoing interests of the participants and young people where professionally required or directed.
- Collect appropriate data and information regarding individual participant and young person's progress and wellbeing, maintaining accurate records and provide reports daily

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via visual boards, reports, file notes, communication tools and goal plans.

- Promote participant and young people involvement in all aspects of household management and decision-making.
- All staff are required to ensure participants and young people have nutritionally balanced meals each day. Staff, where possible, are to include participants and young people in the preparation and cooking of these meals.
- All staff are to undertake household duties to ensure all OH&S and hygiene requirements are met and that the site remains clean and tidy.
- Reports all maintenance and malfunctioning equipment issues in a timely manner to their Team Leader.
- Administers and records participants and young person's medication in accordance with Merriwa policy and procedures.
- Maintains client privacy and dignity while ensuring all personal needs are met.
- Performs direct personal care duties as specified in participant and young person's plans.
- Ensure that all participant and young person's funds and household finances are expended with due care and that accurate records are maintained as per policy and procedures.

Policy Compliance

- Maintain compliance with company policy, Victorian Disability and Child Youth and Family standards and reports anomalies to Team Leader.
- Attend staff meetings and employee forums.
- All staff to have read and comply with all company policies and procedures.

Staffing

- Provide a positive role model and demonstrate leadership qualities to clients and co-workers, to enhance quality outcomes for individuals and maintaining positive team morale.
- Work a rotating shift roster that may include, sleepovers, day and evening shifts, weekends, public holidays and possible active night shift.
- Participate in regular supervision and debriefing where required.

General

- Perform all duties of a key worker
 - Attends and makes appointments
 - Monitors their welfare with support from colleagues and Team Leader
 - Ensure plans are up to date
 - Monthly reports on persons wellbeing
 - Monitors their needs and reports accordingly
 - Keep files tidy and archive when required
- Other duties as directed by Team Leader or management.
- Well-developed interpersonal and communication skills
- Ability to work effectively in a team
- A genuine commitment to integration and participation with community
- Good organisational and time management skills

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Key Performance Indicators
<ul style="list-style-type: none"> • Compliance with quality practices, policies and procedures • Demonstration of well-written plans, activities and task analysis for all services undertaken by participants and young people. • Documented evidence of participant and young person inclusion/participation and increased skills development. • Positive reports and outcomes from clients, families, Community Visitors, and other service providers/agencies.
Key Selection Criteria
<ul style="list-style-type: none"> • Certificate IV in Disability/Child, Youth and Family Intervention (Residential and Out of Home Care) or equivalent • Minimum of 3 years' demonstrated experience working across a range of support services with clients with challenging behaviours and/or complex needs. • Current First Aid level II qualification • Current (within last month) Victorian Police Certificate (Police Check) • Current valid working with Children's check. • Current and valid driver's license. • Available to work shift work to include sleepovers, weekends and public holidays
Knowledge and Skills
<ul style="list-style-type: none"> • Working knowledge of Disability Services Act and other relevant legislation to Youth Services. • Knowledge of common causes of disability, and effect. (Disability Worker) • Knowledge of working with youth and trauma. (Youth Worker) • Demonstrated ability in program development to assist in the management of problematic behaviours. • Basic understanding of the theory of Social Role Valorization and the principles of "normalisation".
Supervisory Skills and Attributes
<ul style="list-style-type: none"> • Basic computer literacy skills and Microsoft Office. • Ability to write concise non-judgmental reports. • Networking skills. • Risk minimisation skills. • Leadership and teamwork skills. • Commitment and vigour. • Flexibility. • Highly motivated.
Interpersonal Skills
<ul style="list-style-type: none"> • Ability to maintain strict confidentiality. • Ability to conduct objective assessments.

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- Well-developed oral and written communication skills.
- High level skills in conflict resolution and problem solving.
- Ability to assert self appropriately.
- Ability to work as a member of a team and work independently.

Signed:
Youth /Disabiity Support Worker

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Date

Accepted by:

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**Manager- Child Youth, Family and Disability Services or
Operations Support Manager**

Date