

POSITION TITLE:	Disability Support Worker, Supported Employment Services
CLASSIFICATION:	Social, Community, Home Care, Disability Services Industry Award 2010
RESPONSIBLE TO:	Supported Employment Services Coordinator
PROGRAM:	Supported Employment Services (SES)

1. SUMMARY OF THE BROAD PURPOSE OF THE POSITION

This position is responsible for delivery of support services to support and assist people with a disability in their work environment. The SES Support Worker is expected to present a positive and professional image when interacting with people they are supporting, family members, advocates, service providers, funding bodies and the general community. The SES Support Worker is also expected to undertake production duties as part of the support provision.

2. SPECIAL CONDITIONS

- Must be willing to work overtime on occasion.
- Appointment to the position is subject to satisfactory NDIS screening.
- Current Forklift licence (Desirable)
- Current Drivers Licence (ability to secure driver accreditation through DPTI)
- Current Senior First Aid Certificate
- Ability to work to and interpret job orders.
- Experience within a production environment (Desirable)
- Ability to workforce plan
- Knowledge of the National Disability Insurance Scheme (NDIS)

3. POSITION OBJECTIVES

3.1 Main Responsibilities

- a. **To perform direct workplace support for individuals as specified including (but not limited to):**
 - Ensuring supported employees remain on task.
 - Provide behavioural management including monitoring and managing negative behaviours and providing support as per their individual support plans.
 - Undertake workplace productivity timings for wage assessments within agreed timeframes
 - Provide specific training and development to supported employees in the workplace in accordance with their support plans.
 - Undertake worksite inductions, and initial training to work trial participants and work experience students.

- Provide timely information to production supervisors that will enable them to supervise individual supported employees appropriately.
 - Provide personal care support as required.
 - b. **To undertake production work and assist in the delivery of production goals.**
 - Assist to monitor overall quality output, address quality issues promptly and always minimise wastage.
 - Assist to monitor appropriate production techniques and productivity for supported employees.
 - Assist with individual job workflow and completion.
 - Undertake production work as directed and model appropriate work practice.
- 3.2 Ensure participants are supported within organisational guidelines:**
- Providing feedback to Supported Employment Services Coordinator (SESC) through formal and informal processes.
 - Contributing to a positive work environment and a team approach.
 - Ensure that appropriate documentation and administration records are accurately maintained as directed.
 - Ensure individual client quality and productivity output is maintained or developed.
- 3.3 Contribute to the organisational development of Barossa Enterprises Inc. by:**
- Providing services that are consistent with the principles, standards and philosophy of Barossa Enterprises Inc.
 - Contributing to the enhancement of a positive and progressive organisational culture that is supportive of change to better meet the goals of participants and the organisation.
 - Operating ethically, fairly and within statutory, legal and contractual requirements.
 - Assist with the development of systems that contribute to the above.
 - Undertake skill and knowledge development as required to meet the obligations of Barossa Enterprises.
 - Undertake self-evaluation in conjunction with manager and/or peers.
- 3.4 Work Health Safety:**
- a. Comply with all Work Health Safety policies and reporting processes.
 - b. Protect personal health and safety whilst at work.
 - c. Take necessary precautions to avoid compromising the health or safety of others.
 - d. Use any equipment provided for health and safety purposes.
 - e. Follow any reasonable instruction that has been given in relation to health and safety at work.
 - f. Exercise a Duty of Care in providing services to clients.

4. PERSON SPECIFICATION

Essential Minimum Requirements

Educational/Vocational Qualifications/Licences

- a. Certificate III Individual Support (Disability)
- b. Current South Australian Drivers Licence (ability to achieve driver accreditation through DPTI)
- c. Satisfactory National Criminal History Record Check through the NDIS screening
- d. Current Senior First Aid Certificate
- e. Possess and demonstrate disability experience, knowledge, and/or training relevant to the position.

Experience, Knowledge & Personal Attributes

- a) Ability to develop positive working relationships with teammates and other BE staff.
- b) Ability to write objective case notes, planning documentation and written and verbal reporting.
- c) Ability to manage complex and challenging situations.
- d) Ability to manage work to completion and to a level of quality commensurate to the role.
- e) Personal values that demonstrate the promotion and protection of the dignity and rights of people with disabilities and promoting an environment that supports choice, individuality, and self-determination.
- f) Demonstrated ability and skill to work autonomously and using initiative within parameters of Barossa Enterprises policy and procedure.
- g) Proven experience in identifying risks and participating in, and improving upon, a risk management process.
- h) Sharing a sense of responsibility and accountability.
- i) Familiarity with the Microsoft Windows and Microsoft Office environment.
- j) Motivated and reliable with the ability to work under pressure and to meet deadlines without sacrificing professional standards and the quality of output.
- k) Ability to think and act creatively, problem solve and develop strategic solutions to work requirements.