



## Employment Opportunities at Baptistcare

### Disability Support Workers

Partners in Purpose Program

#### What do Partners in Purpose do?

Baptistcare seeks to work in partnership with people with disabilities, their families and friends, and local area coordinators, to find the best way of achieving good outcomes for both individuals and families.

Through a “pick and mix” support model, Baptistcare aims for flexibility, choice and involvement. Family needs differ and while some may want an agency to take full responsibility for their option, others may wish to retain greater ownership, decision-making and more involvement in their choice of support workers, support needs and accountability.

Baptistcare seeks to work in partnership with families as they develop their aspirations for the future, and work towards lives of purpose and hope. Normally participants would have funding from Disability Services Commission through the Intensive Family Support or Accommodation Support programmes.

#### Who are Partners in Purpose looking for?

The Partners in Purpose Team is looking for enthusiastic, hardworking and dedicated Support Workers to join them for casual and permanent part time positions.

#### Where are we located?

Partners in Purpose is based all around the Perth Metropolitan area and has expanded out to Narrogin and the Peel/South West region of Western Australia.

More information on employment in these locations can be obtained by contacting the Care Coordinators:

- **Partners in Purpose North Metro (08) 9282 8650**
- **Partners in Purpose South Metro (08) 9282 8650**
- **Partners in Purpose Peel (08) 9534 9347**
- **Partners in Purpose Narrogin (08) 9881 6915**
- **Partner in Purpose, South West (08) 9721 8095**



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Disability Support Worker</b>
<b>LOCATION:</b>	Partners in Purpose
<b>RESPONSIBLE TO:</b>	Care Co-ordinator
<b>AGREEMENT/ AWARD:</b>	N/A
<b>CLASSIFICATION:</b>	N/A

### Key Result Areas:

1. To provide home and community care for Partners in Purpose participants
2. Complying with occupational safety and health requirements
3. Contributing to the continuous quality improvement of the organisation
4. Working within our "Philosophy of Care"

This position description describes the selected range of tasks for this position. This list is not intended to be complete. From time to time often tasks may be assigned to meet the needs of the organisation.

### Statement of Tasks

1. To provide home and community care for Partners in Purpose participants

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> <li>• Provide a high standard of flexible support in the home and community as directed and supervised by the Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Assist participants to live as independently in the community</li> <li>• Assist with the organisation of household tasks, activities of daily living and personal hygiene</li> <li>• Assist participants to individually participate in leisure, recreational, social, educational, spiritual and/or vocational activities.</li> <li>• Assist participants to identify and access local community services. (i.e. Public transport and shopping)</li> <li>• On a regular basis meet with participant co-ordinator and family/advocate to participate in the development of individual support plans and goal plans.</li> <li>• Regularly review participants needs and requirements as documented in plans</li> <li>• Achieve quality outcomes as stated in the Disability Service Standards</li> <li>• To fulfil the reporting requirements of Baptistcare and Disability Services Commission</li> <li>• Carry out other duties as directed by the Care Coordinator</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain appropriate documentation and communication related to your duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain accurate written records of service provisions to individual participants.</li> <li>• Maintain appropriate written records as requested</li> <li>• Maintain regular contact with the Co-ordinator to give and receive relevant information</li> <li>• Liaise with participants, when directed by Co-ordinator</li> <li>• Report any personal accidents/incidents to the Co-ordinator, immediately.</li> <li>• Report any concerns directly to the Co-ordinator</li> </ul>

### 2. Complying with occupational safety and health requirements

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> <li>Demonstrates regulatory compliance in occupational health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Report any hazards or potential hazards suggesting possible solutions in the appropriate manner.</li> <li>Assists in maintaining a safe work environment.</li> <li>Complies with Baptistcare safety policies and procedures.</li> <li>Be aware and comply with universal precautions for infection control.</li> </ul>
<ul style="list-style-type: none"> <li>Compliance with the Occupational Health and Safety Programme in all aspects of your duties.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and participate in safety meetings,</li> <li>Follow established practices and procedures and use the techniques documented in the Occupational Health and Safety Programme</li> </ul>

### 3. Contributing to the continuous quality improvement of the organisation

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> <li>Contribute to the continuous quality improvement of the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Look for and suggest ways to improve systems and processes in the facility.</li> <li>Complete Improvement logs where appropriate.</li> <li>Work with other staff on Continuous Quality Improvement projects when required.</li> <li>Attend staff meetings as required.</li> </ul>

### 4. Working within our “Values of Care”

Core Values	Performance Outcomes
Respect	Deliver quality health care services whilst preserving and maintaining independence dignity and individual rights with responsibility
Integrity	To manage our day to day operations and relationships in such a way that demonstrates our commitment to openness, truth and honesty
Commitment	Provide a team of committed, competent staff and volunteers who will develop and encourage caring relationships between themselves, those in need and their families.
Excellence	Provide a high standard of appropriate care and support for people with special needs.



## POSITION DESCRIPTION

### Signatures

Accepted and agreed by:

**Employee Signature:**

**Date:**

---

**Manager Signature:**

**Date:**

---

**Next Review Date:**

---

### Selection Criteria

#### **Essential:**

- Current Senior First Aid Certificate
- Demonstrated effective written and oral communication skills
- Demonstrated effective interpersonal skills
- Demonstrate an understanding of the attitude and positive behaviours required in the support of people with disabilities
- Demonstrated resourcefulness and ability to take initiative.
- Well developed time management and organisational skills
- Ability to work flexibly in a team environment
- Current Drivers' Licence
- Current Police Clearance
- Reliable Insured vehicle
- Willingness to work within the Christian ethos of the organisation and its Vision, Mission and Values of Care.

#### **Desirable:**

- Certificate III in Community Services (Disability) or progress towards completion
- Experience in the field of Disability, and or relevant training and experience in the human services sector
- Good understanding of the Disability Services Standards
- Knowledge of Community services available.