



Phone: (02) 6352 2077
Fax: (02) 6353 1826
E-mail: linc@linc.org.au
Web: www.linc.org.au

1 Padley Street
LITHGOW
NSW 2790



Lithgow Information
and Neighbourhood Centre

Our vision is a harmonious community where the people and the land flourish

Lithgow Information & Neighbourhood Centre Inc (LINC Inc.)

Position Description

Position Title: Disability Support Worker – LINC

Purpose: To provide support and assistance to people who have a disability

Responsible to: Disability Business Manager
ALO Coordinator

Positions under direct supervision: N/A

Conditions of Employment: Conditions of employment are under the Social, Community, Homecare and Disability Services Industry (SCHADS) Award 2010.

Location of Position: The position will be located in the various locations. The respective roster will indicate the specific location for each shift.

Duties

Statement: All duties are to be carried out in accordance with LINC's mission statement, values and vision statement, the requirements of the funding body, program standards and guidelines, LINC Inc policies and procedures and constitution, relevant industrial awards and local government requirements.

LINC's Vision: A harmonious community where the people and the land flourish.

1. Service Delivery and Planning

- 1.1 Provide a stable, domestic environment, ensuring protection and privacy for the residents.
- 1.2 Assist residents with daily living skills, provide training and support as detailed in residents' Person Centred Plan.
- 1.3 Promote a positive community awareness of the rights, responsibilities, needs and capabilities of people with disabilities in the community.
- 1.4 Promote the residents use of the widest range of community services and resources where possible.
- 1.5 Maintain an effective and high level of communication amongst all staff, residents and their families in accordance with LINC policy on lines of communication.
- 1.6 Assist in developing understanding relationships amongst service providers and the resident's families and friends.
- 1.7 Assist residents where necessary with personal care skills eg. Showering, appropriate dress, grooming and personal hygiene.
- 1.8 Maintain the house and grounds in a neat, clean and homelike condition, involving residents where possible.

Lithgow Information and Neighbourhood Centre Limited.

- 1.9 Assist and train residents to take care of, and launder personal linen and clothing (where necessary).
- 1.10 Inform Disability Business Manager of any incidents/issues of concern identified on a shift using the designated format.
- 1.11 Participate in all appropriate activities engaged in by the house residents.
- 1.12 Where appropriate encourage the residents to assist in all domestic chores, depending on abilities.
- 1.13 Assist residents in identifying and purchasing household requisites.
- 1.14 Assist in the preparation, cooking and servicing of wholesome and well-balanced meals for the residents.
- 1.15 Maintain resident's files in accordance with LINC policies.
- 1.16 Collect and record all relevant data in the designated formats.
- 1.17 Participate in the preparation of the annual LINC and Supported Accommodation Service strategic planning.
- 1.18 Undertake sleepovers when required.
- 1.20 Administer client medications using the designated format and attend to other medical requirements as directed (e.g. doctor's appointments, Blood Sugar Levels).

2. Staff & Volunteers

- 2.1 Participate in organisational staff activities.
- 2.2 Participate in residents meetings and LINC Supported Accommodation Service team meetings.
- 2.3 Participate in staff supervision meetings as required.
- 2.4 Participate in approved training identified through Supervisions and individual training plans.

3. Financial

- 3.1 Implement LINC Inc. financial policies and procedures in relation to household purchases/petty cash expenditures and resident's finances.
- 3.2 Undertake the necessary administrative and planning tasks to manage resident's finances (e.g. keeping clients within their budgets, payment plans for holidays/goods purchased etc).

4. Physical Resources

4.1 Property

- 4.1.1 Follow all LINC Inc. procedures for booking and using the Neighbourhood Centre building.
- 4.1.2 Be responsible for personal workplace being kept in a well-maintained and safe condition.

4.2 Vehicles

- 4.2.1 Assist in maintaining vehicles in good working order.
- 4.2.2 Follow all LINC Inc. policies and procedures in relation to the booking and use of LINC Inc. vehicles.

4.3 Equipment

- 4.3.1 Ensure all equipment used by the position is maintained in good working order and stored in a secure manner.

5. General

- 5.1 General cleaning duties including vacuuming, mopping floors, cleaning bathrooms & toilet areas, emptying garbage bins, cleaning windows etc as required by each participant or house duties.
- 5.2 Attend meetings as required by Accommodation Services.
- 5.3 Work with and as directed by to implement planned activities for residents in line with their Person Centred Plans.
- 5.4 Assist residents to access their community and plan activities in a dignified manner ensuring that individual rights are upheld and maintained.
- 5.5 Ensure that all guidelines and relevant policies and procedures are followed when implementing planned activities.
- 5.6 Maintain all relevant documentation in accordance with LINC Inc. policy.
- 5.7 Follow safe work practices and report any health and safety risks to on-call or your Supervisor.
- 5.8 All other duties as directed relevant to the skills and experience of the level descriptor of the Award.

6. Skills and Experience

6.1 Essential

- 6.1.1 Experience working with people with a range of disabilities.
- 6.1.2 Experience and knowledge of cleaning methods, practices and procedures.
- 6.1.3 Excellent written and verbal communication skills.
- 6.1.4 Current Work Cover approved First Aid certificate.
- 6.1.5 Demonstrated understanding of the Disability Services Act and the Disability Standards.
- 6.1.6 Understanding of the rights and responsibilities of working with people who have a disability.
- 6.1.7 Drivers Licence.
- 6.1.8 Ability to maintain confidentiality.
- 6.1.9 Demonstrated computer skills.
- 6.1.10 Demonstrated ability to work as a member of a team.

6.2 Desirable

- 6.2.1 Experience working with a community based organisation.
- 6.2.2 Ability and willingness to undertake ongoing professional development and training as directed.

Signature: _____ Date: _____