

## Position Description

### HOME SUPPORT WORKER

---

<b>Position title:</b>	Home Support Worker
<b>Service:</b>	Home Support Services
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award
<b>Responsible to:</b>	<b>Home Support Services Practice Manager</b>
<b>Responsible for the following staff:</b>	None

---

#### **Position Summary:**

Home Support Workers (HSWs) provide person centred learning, social and recreational supports to adults with intellectual and physical disabilities, acquired brain injuries, spinal cord injuries, multiple amputations, severe burns and permanent blindness in their own homes or in the community. Home Support Workers work under the supervision of the person being supported, their family and the Home Support Services Practice Manager.

HSWs assist in the daily implementation of appropriate life skills, educational, recreational and social skill programs to adults with disabilities. Where required, HSWs are also required to assist participants in mealtime, medication administration, personal care, decision making, communication, and community access programs.

#### **Performance Monitoring**

An initial review of performance will be undertaken within 3 months and then formally reviewed every 12 months based upon this position description.

**Position Description last reviewed:** February 2020

**Next review date:** February 2022

Inherent Requirements of Position	
<b>Physical Requirements:</b>	<ul style="list-style-type: none"> <li>• Bending and Lifting – dependent on client needs</li> <li>• Physical direct care duties/equipment usage – dependent on the person being supported need's</li> <li>• Standing/walking – Regular</li> <li>• Driving – dependent person being supported need's</li> <li>• Water immersion (spa/pool) – dependent person being supported need's</li> <li>• Floor work - dependent person being supported need's</li> </ul>
<b>Role Challenges and Essential Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and unsupervised</li> <li>• Physically demanding work role</li> <li>• Successful completion of all compulsory training requirements</li> <li>• Regular access to community and home environments</li> <li>• Work closely with other family members</li> </ul>
Key Selection Criteria & Skills/Attributes	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• A positive attitude to people with a disability</li> <li>• NDIS Workers Screening Check</li> <li>• Current First Aid certificate or willingness to obtain within the first 3 months of employment</li> <li>• Unrestricted NSW Driver's licence</li> <li>• Unrestricted right to work in Australia (<i>visa evidence required</i>)</li> <li>• Well-developed communication and interpersonal skills</li> <li>• Fulfils inherent requirements of position as described above, including: physical requirements and role challenges</li> <li>• Ability to implement Person Centred Active Support</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Certificate III in Disability or higher or other relevant related fields</li> <li>• Previous experience in the provision of support services to people with disabilities who have complex health issues.</li> <li>• Previous experience working with people who exhibit behaviours of concern and ability to provide cognitive behaviour support</li> </ul>
Key Responsibilities	Measurable Outcomes
<b>Person Centred Active Support &amp; Direct Care Duties</b> <ul style="list-style-type: none"> <li>• Implement person centred plans (PCP's) in conjunction with family members and/or other support staff. Be involved in the development of PCP's.</li> <li>• Undertake the personal support role with dignity and acknowledgement of the people we support's abilities, talents and strengths.</li> <li>• Provide the people we support with opportunities for personal growth and skill development in line with PCAS.</li> <li>• Assist the people we support to have positive experiences in accessing the local and wider community.</li> <li>• Assist the people we support to have positive relationships with their family, friends and significant others.</li> <li>• Assist the people we support in undertaking a range of activities of daily living including:- <ul style="list-style-type: none"> <li>○ Medication, personal and self-care</li> <li>○ Food preparation and mealtime assistance</li> <li>○ Dressing and maintenance of personal hygiene</li> <li>○ Communication</li> <li>○ Mobility.</li> <li>○ Education, training or work</li> </ul> </li> </ul>	<p><i>Undertakes all personal care duties and community inclusion tasks in line with active support model.</i></p> <p><i>Demonstrates active contribution to the people we support goals as per PCP.</i></p> <p><i>Undertakes medication, personal care and transport of the people we support with strict adherence to procedure and PCP's all of the time.</i></p>

<ul style="list-style-type: none"> <li>• Assist the people we support with decision-making and problem-solving.</li> <li>• Perform personal support work with professional integrity and ensure the privacy and confidentiality of personal information</li> <li>• Undertake routine tasks, with the person you support participating as much as possible.</li> <li>• Transport the person you support safely and comfortably in line with policy and procedure</li> </ul>	
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate written records in accordance with guidelines including: <ul style="list-style-type: none"> <li>○ Health &amp; Safety requirements</li> </ul> </li> <li>• Accurate and timely completion of payroll related admin.</li> </ul>	<p><i>Timely and accurate completion of all the people we support and procedural related paperwork according to specific guidelines, procedures and work instructions.</i></p>
<p><b>Professional Development and Teamwork</b></p> <ul style="list-style-type: none"> <li>• Be actively involved in training and development as required.</li> <li>• Attend &amp; participate in team meetings (where practical)</li> <li>• Communicate appropriately with the people we support, their families, service providers and staff of the organisation.</li> <li>• Completion of Annual Performance Review and Support &amp; Supervision sessions.</li> </ul>	<p><i>Attendance, participation and successful completion of training as required.</i></p> <p><i>Attendance and participation of Annual Performance Review and Support &amp; Supervision session.</i></p>
<p><b>Adherence to Policies, Procedures and Work Instructions</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for health and safety of self and others in the workplace.</li> <li>• Follow WHS Policies, Procedures and Work Instructions.</li> <li>• Promptly report all hazards, incidents and injuries to your supervisor.</li> </ul>	<p><i>Demonstrates adherence to policies, procedures and guidelines at all times.</i></p> <p><i>Demonstrates a commitment to upholding employee responsibilities of WHS Policy at all times.</i></p>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Accept direction and supervision from supervisor / person you support.</li> <li>• Demonstrate capacity to work without direction.</li> <li>• Administer first aid as required.</li> <li>• Act in a professional and respectful manner at all times when dealing with the person you support, their families, other service providers and staff of the organisation.</li> <li>• Participate in and contribute to quality improvement efforts to meet service, accreditation and other standards.</li> </ul>	<p><i>Exhibits characteristics of reliability, punctuality and professionalism at all times.</i></p> <p><i>Complies with the GDS Code of Conduct.</i></p>
<p><b>Employee Declaration</b></p>	
<p>Agrees to notify Greystanes Disability Services immediately of any change in their capacity to meet the requirements outlined in this position description, such as any changes in:</p> <ul style="list-style-type: none"> <li>• Driver’s licence status (where applicable to the role)</li> <li>• NDIS Workers Screening Check</li> <li>• Capacity to fulfil inherent requirements of the role</li> <li>• Other employment</li> </ul>	