



Mission statement

The Vista is contracted to provide services to a leading state-wide provider of disability services, E.W. Tipping Foundation.

Our aim is for the people we support to share in the philosophy of '**Be Who You Want To Be**'. Whether the person lives in shared accommodation, with parents, with carers or independently, our aim is for people we support to have the highest quality of life possible. We aim to ensure people who access our services have high levels of inclusion, participation and partnership.

Our services are designed for people with a range of disabilities, including: intellectual disabilities, acquired brain injuries, physical disabilities, psychiatric disabilities, sensory disabilities, and multiple disabilities.

Value statement

The Vista believes that the core values of respect, integrity, empowerment, open communication and continual learning underpin our commitment to supporting people with disabilities to enhance their life opportunities and choices. **We expect all employees to work in a professional manner based on these values.**

Position Summary

Working within the legal and procedural requirements of the disability industry the Support Worker will deliver quality services in a way that enhances independence, support rights, interests and needs of people with disabilities.

Vista aims to support people to remain living at home either independently or with family/carers. The emphasis is on a person directed service that is managed by the person being supported or their family/carers. Duties will vary, according to the needs of the person being supported but may include such things as personal care, household tasks, and community access.

Level of supervision

This position reports directly to the Team Leader, Community Based Services. If there are any concerns or issues, these may be discussed with the Senior Coordinator, Community Based Services or, in their absence, the Area Manager, Community Based Services, West Vic Region.

This position is required to exercise independent judgment on routine matters on a daily basis and when deciding to refer matters to the Team Leader for assessment and guidance.

Liaison with stakeholders

The Support Worker will maintain relationships and work with other carers, service providers, families and friends of the person receiving support and other disability support staff.

Qualifications

The Certificate IV in Disability Work or similar is considered the **desirable** qualification for Support Workers with VPCS and the Foundation. People with similar qualifications, or experience, or who believe they can contribute positively to the people we support lives, are welcome to apply for these positions. Once you are employed as a Support Worker you will be encouraged to enroll and complete this level of qualification

Organisational Unit

Region: West Vic

Classification & Basis of Employment

Staff will be employed under the Victorian Person Centred Services Agreement 2007. Staff are currently employed on a casual basis.

Hours will vary according to the needs and wishes of the person being supported.

Hours of Duty

All hours of duty will be negotiated with the person you are supporting and the Community Based Services Team Leader. Any changes to the hours of duty must be discussed with the person you are supporting and your Team Leader.

Superannuation and other benefits

Employer contributions will be made as per the Superannuation Guarantee requirements. Additional personal Superannuation contributions can be made by arrangement with the Vista. Tax effective salary packaging options are available to all staff. Staff development and training opportunities are provided.

Key Selection Criteria

Essential:

- Ability to relate to people with disabilities in a positive, respectful and supportive manner.
- Ability to communicate effectively with staff, families and other professionals.
- Ability to work independently.
- Ability to provide effective support and assistance to individual clients that embraces supports and respects cultural diversity.
- Commitment to individualized and person-centered approaches to service delivery.
- Capacity to identify issues involved in outreach disability work.
- Current Victorian Drivers License. Must have own car with comprehensive car insurance.
- Post selection satisfactory police check

Desirable:

- Certificate IV in Disability Work or similar qualification
- First Aid Certificate

Key Responsibilities

Provide support services

- Encourage and support people to participate in decision-making about the service they receive.
- Identify and apply the ethics of working in a person's home.
- Apply hygiene and infection control procedures; follow 'duty of care' principles.
- Report any hazards that may pose as a risk to yourself or the person you are supporting to your Team Leader. Risk assessment is an ongoing responsibility for all Support Workers.
- Support each person with his or her daily routines.
- Support and encourage participation in a range of community-based activities of their choice.
- Support people to establish healthy, positive relationships and maintain an environment that prevents challenging behaviour.
- Assist people with disabilities to identify what their dreams and aspirations are through the development of a person centered plan (if required).
- Use aids and equipment specifically intended for each person.
- Assist the person you are supporting to use public transport or provide transport where required if this is part of the persons personal plan.
- Assist people to manage their medication routines as required.
- Regard all information about the person you are supporting in the course of your work as confidential.

Provide opportunities for development

- Assist and encourage a person with disabilities to learn new skills in areas they have chosen. Together with the person and your Senior Coordinator, contribute to each person's personal plan.
- Work with, support and assist a person with a disability to participate in a social network, recreational activities and the broad community. Facilitate the development of positive social relationships within the local and broader community.

Work collaboratively with the coordinator and other Vista support staff

- Attend and contribute to all Community Based Services Cluster Days.
- Maintain up-to-date and accurate Person Service Reports.
- Attend Supervision and Support session with your Team Leader.
- Liaise with and maintain linkages with relevant community services and other members of your team.
- Reflect and improve upon professional practice.
- Attend training that is relevant to your role as Support Worker.

Use specialist communication skills

- Identify how culture affects what people do, think and feel. Use that understanding when relating to the person receiving the service, their family and friends and work colleagues.

Contribute to a healthy & safe environment

- Follow the 'Communicable Diseases, Immunization & Infection Control' policies and procedures.
- Handle emergencies within level of responsibility. When accidents or emergencies occur make sure the person receiving the service is safe.
- Follow workplace Occupational Health & Safety instructions and procedures.
- Participate and contribute to Occupational Health & Safety management issues.
- Apply basic first aid when needed.

Vista – Position Description

I, _____ have read the above details carefully and I understand and accept the explained employment criteria conditions and information.

Date _____

Signed _____

Contact:

Any enquiries should be directed to

Josie Smith, Team Leader, Community Based Services
0400 091 492

Applications

Applicants should include an application letter, a summary of relevant personal and professional experience, a minimum of two referees, and a statement responding to the Key Selection Criteria. Response to the Key Selection Criteria is strongly encouraged. Total length of applications should be no more than 4 pages.

Emailed applications to recruitment@tipping.org.au (using MSWord attachments) are preferred.

Vista Community Support
1036 Dandenong Road
Carnegie VIC 3163

Ph: 03 9564 1000

Fax: 03 9564 1004

Email: recruitment@vista.org.au

All appointments are subject to completion of a satisfactory police check.