

BURKE AND BEYOND
ASSOCIATION INCORPORATED
Established 1991

POSITION DESCRIPTION
Community Support Worker (CSW)

POSITION:	Community Support Worker
REPORTS TO:	Service Coordinator or Team Leader
HOURS OF WORK:	As per contract
AWARD & CLASSIFICATION:	VICTORIAN DISABILITY SERVICE (NGO) AGREEMENT 2019. Salary as per the (SCHADS) Industry Award 2010
POSITION SUMMARY:	Community Support Workers support people who have a Disability to achieve their goals, engage with the community and increase/maintain independence.
DATE:	April 2023

ORGANISATIONAL PROFILE

ABOUT BURKE & BEYOND:	Burke and Beyond is a not-for-profit community based organisation, which operates five services in Melbourne's eastern and southern regions. We also operate Outreach and Social programs. We provide a wide range of activities and opportunities designed to meet the expressed needs of people with an intellectual disability. Our main objective is to enhance our participants' independence and maximise their quality of life. We focus on establishing connections with the local community and businesses with the view of supporting our participants in experiencing volunteering and working experiences as part of their learning.
OUR VISION:	<i>"Inclusion that counts"</i>
OUR MISSION:	Burke and Beyond strives to improve lives through social interaction, personal development and community participation
OUR TRADEMARK::	<p align="center">Supportive Progressive Accountable</p> <p align="center">As a team, we</p> <p align="center">Engage with people Show initiative Invest in each other Lead by example Go above and beyond Are respectful and honest</p> <p align="center">We expect this from everyone associated with us.</p>

OUR COMMITMENT:	Burke and Beyond is committed to facilitating a safe, secure, productive and diverse environment which supports the Trademark, vision and mission of the organisation and meets, or exceeds, the requirements of service delivery and the relevant legislations and standards which govern us. We want to work with people, who are values driven, passionate about making a difference; who are open to new ways of thinking; who are flexible, courageous, and believe in opportunity for all.
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YOUR RESPONSIBILITY

GENERAL	<ul style="list-style-type: none"> Perform your work in accordance with our Trademark, be a pro-active member of your team If there are any issues between you and another person on your team, engage with them before you take it to the Coordinator Perform your work in accordance with the requirements and expectations of the policies and procedures of Burke and Beyond. Attend relevant staff meetings and on-line training sessions Cooperate with all OH&S requirements, identify potential risks and report them to Management Maintain the competencies required to successfully undertake the role/position including first aid and NDIS check Work positively and collaboratively with team members Be well presented, appropriately attired, neat and tidy Assist and support participants to develop relationships with their peers and with people in their communities. Maintain and respect privacy and confidentiality at all times Participate and support continuous improvement and quality initiatives Support and promote the NDIS Standards for Disability Services. Show initiative and highlight opportunities for improvement Ensure that you demonstrate a professional level of behaviour at all times
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POSITION RESPONSIBILITIES

RESPOND TO PARTICIPANT NEEDS:	<ul style="list-style-type: none"> Work together with the person, family, Service Coordinator and other staff members to meet participants' goals and provide an individualised support program. Together develop and explore strategies, experiences and opportunities which assist participants achieve their goals. Assist with personal care when required Communicate in a positive manner and facilitate regular liaison with participants, therapists, families, Coordinator, fellow team members and other key stakeholders. Support people to gain self-advocacy skills Respect and actively support indigenous and cultural diversity Use Positive Behaviour Support principles when supporting participants who display behaviours of concern
PROVIDE A RANGE OF SUPPORTS:	<ul style="list-style-type: none"> Encourage, support and facilitate opportunities for the participants. Monitor, evaluate and report on the functioning of supports provided.

MAINTAIN DOCUMENTATION:	<ul style="list-style-type: none"> Foster awareness and inclusion of people with disabilities through participation in relevant networks, connecting participants with their preferred communities and professionally representing Burke and Beyond in the community. Demonstrate and apply understanding of the NDIS National Standards for Disability and the practices of individualised, person directed supports.
	<ul style="list-style-type: none"> Maintain and manage participants' file through recording goal reviews, assessments, details and status as well as keeping journal notes and other participant related activities in SupportAbility. Comply with relevant incident, medication management, program planning, safety checks, maintenance and other administrative tasks of the role Ensure that all administrative tasks are completed accurately and in a timely manner

KEY SELECTION CRITERIA

MANDATORY:	<ul style="list-style-type: none"> Knowledge of various issues facing people with a disability Demonstrated professional attitude and commitment to continual learning. Demonstrated understanding of the principles of confidentiality, privacy, duty of care and dignity of risk. A current driving license. Current First Aid Certificate (Level I) and CPR NDIS screening check Ability and experience with optimising opportunities to connect people to their community.
	<ul style="list-style-type: none"> Effective verbal, written and computer skills. Demonstrated ability to work autonomously and in a team. Positive, can-do attitude with the ability to engage and motivate people. We expect all staff to undertake their duties with good humour and respect for each other
	<ul style="list-style-type: none"> Certificate IV, equivalent qualifications and/ or experiences in Disabilities sector. Experience in working with individual NDIS plans Manual Handling and/or Medication Management certification

AGREEMENT

I have read, understood and agree to comply with this position description.

Name: _____ Signature: _____ Date: _____

Burke and Beyond representative:

Name: _____ Signature: _____ Date: _____

Position: _____