

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 negotiated
AWARD & CLASSIFICATION:	Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010
POSITION SUMMARY:	Community Support Workers assist people who have a Disability to achieve their goals, engage with the community and increase/maintain independence.
DATE:	April 2019

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
KEY PRINCIPLES:	Burke and Beyond will provide a positive and flexible environment where participants can enjoy themselves. People working for Burke and Beyond will maintain and continue to build a good reputation with all stakeholders Burke and Beyond will encourage the development of leadership qualities in everyone Burke and Beyond values and encourages a team approach across the whole organisation All members of staff at Burke and Beyond will perform their duties in a professional manner We will constantly demonstrate a positive attitude and provide the best quality care to our participants
OUR COMMITMENT:	Burke and Beyond recognises its staff are a valuable resource and is committed to facilitating a safe, secure, productive and diverse environment which supports the vision

and mission of the organisation and meets, or exceeds, the requirements of service delivery and the relevant legislations and standards which govern us.

YOUR RESPONSIBILITY

GENERAL

- This position will abide by the principles and laws governing Work Place Health and Safety including inappropriate behaviour- bullying, harassment and discrimination.
- Maintain knowledge and comply with the requirements, and expectations of the policies and procedures of Burke and Beyond.
- Promote and demonstrate the code of conduct outlined in the Principles and Practices document
- Adhere, promote and actively participate in a safe environment for all
- Report potential, actual hazards and any incidents.
- Attend relevant staff meetings and training education sessions
- Maintain the competencies required to successfully undertake the role/position
- Work positively and collaboratively with team members
- Communicate and treat everyone at Burke and Beyond with honesty, transparency, respect, integrity and with equality
- Be well presented, appropriately attired, neat and tidy
- Maintain and respect privacy and confidentiality at all times
- Participate and support continuous improvement and quality initiatives
- Support and promote the National Standards for Disability Services and Department of Health and Human Services Standards (Victoria).

POSITION RESPONSIBILITIES

RESPOND TO PARTICIPANT NEEDS:

- 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.
- Communicate and facilitate regular liaison with participant, their families, Coordinator and fellow team members.

PROVIDE A RANGE OF SUPPORTS:

- Encourage, support and facilitate opportunities for the participants.
- Monitor, evaluate and report on the functioning of supports provided.
- Foster awareness and inclusion of people with by 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 National Standards for Disability and the practices of individualised, person directed supports.

MAINTAIN DOCUMENTATION:

- Maintain and manage participants' file through recording plans, progress, journal notes and other participant related activities in client management systems
- Comply with relevant incident, medication management, program planning, safety checks, maintenance and other administrative tasks of the role

KEY SELECTION CRITERIA

MANDATORY:

- Demonstrated commitment to the principles of person centred support.
- Understanding of Disability, not-for-profit community sector or similar
- Effective verbal, written and computer skills
- Positive, can do attitude with the ability to engage and motivate people.
- Demonstrated professional attitude and commitment to continual learning.
- Demonstrated ability to work autonomously and in a team.
- 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
- A clear Police record and not listed on the Disability Workers Exclusion Scheme (DWES).
- Ability and experience with optimising opportunities to connect people to their community.

DESIRABLE:

- Certificate IV, equivalent qualifications and/ or experiences in Disabilities sector.
- Experience in developing and providing individual support 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: