

## Position Description

<b>POSITION TITLE:</b>	Inclusion Support Worker
<b>ACCOUNTABLE TO:</b>	CEO Extended Families Australia
<b>PERIOD OF APPOINTMENT:</b>	Casual position
<b>HOURS OF EMPLOYMENT:</b>	Various – ranging from two to eight hours per shift (Most commonly two to five hours per shift)

### ORGANISATIONAL CONTEXT

Extended Families vision is a society where children and young people with a disability experience full community inclusion and participation and their families are strong, resilient and connected.

Extended Families facilitates positive connections between people within a community to provide support to children and young people with a disability up to the age of 30 and their families. Extended Families seeks to widen social networks, empower individuals, promote inclusion and strengthen the bonds people have within their local area. The organisation breaks down barriers by changing social attitudes and creating opportunities.

Living with a disability can be difficult – it can feel isolating. Extended Families Australia exists to challenge that. We are inclusion specialists who believe that everyone should have joy in their life and the opportunity to be part of a community. Extended Families provides meaningful support to children and young adults with a disability and their families through our volunteer match program, inclusion support programs, recreation programs, friendship groups, support coordination and peer support.

Extended Families is driven by strong values and is customer focused, we pride ourselves on our capacity to support people from a diversity of cultural backgrounds. We value staff and provide support and development opportunities.

### SERVICE CONTEXT

This role within Extended Families' will provide direct 'one on one' support to assist a child or young adult to participate in the community through our **LinC program**. LinC (**Linking –Inclusion-Community**) provides practical supports to assist individuals to become more involved in the community, build skills that enable participation and support to access mainstream services.

#### **Inclusion Support**

LinC Inclusion Support Workers provide support to enable a child or young person with a disability to independently engage in community, social and recreational activities. They support the achievement of specified social, personal and developmental needs and goals.

#### **Skills Development**

Experienced LinC staff provide individual life skills and social skills training for children and young people with a disability helping them to participate more fully in the community and to improve relations with others.

#### **Service Capacity Building:**

LinC supports main stream services helping them build their capacity to include children and young people with disability. We support participants to overcome barriers in attending main stream services.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	LinC Program Team Leader
Direct Reports:	In some instances, Extended Families Volunteers may report to Inclusion Support Workers, where they are assisting in small together groups or community activities
Internal Relationships:	Will work closely with Team Leaders and Coordinators where appropriate
External Relationships:	Children and young adults and their family and where relevant community organisations and groups.
Located:	Extended Families Head Office - 1/95 Bell Street, Coburg. Work will take place in community settings in the Northern, Eastern and Southern regions of Melbourne

## PRINCIPAL ROLES AND ACCOUNTABILITIES

Inclusion Support Workers are responsible for providing direct one on one support and assistance to children and young people to access, participate and be included in their community. This will include direct personal care, skill development and working to achieve the individual goals of the child or young person, including support to overcome barriers to genuine inclusion.

Inclusion Support Workers will work as part of a team to achieve the strategic goals of the agency and are responsible for:

- Providing direct support to children / young people with a disability on an individual basis and/or in a group environment to encourage the development of individual wellbeing and self-esteem, social relationships and community participation to help children and young people reach their full potential
- Ensuring acceptable standards of quality in delivery of services
- Maintaining sound communication and effective working relationships with the children / young people, families, volunteers, staff and relevant community organisations
- Working within a team environment to promote teamwork and effective practice as a member of the Extended Families staff
- Adhering to, complying with and following Victorian Occupational Health and Safety (OHS) Act 2014 and Extended Families Occupational Health and Safety policies and procedures
- Reporting on group activities and maintaining data and records
- Promoting the values, aims and objectives of Extended Families

## DUTIES AND RESPONSIBILITIES

### As part of a team of Inclusion Support Workers you are expected to

- Actively support and engage children and young people with a disability to improve their relationships and increase their social and community participation.
- Assist a child / young person with a disability to maximise their independence. Tasks may include; accessing exercise / recreation activities and transport services including public transport, personal care - dressing, toileting, meals, and medication administration.
- Encourage personal choice and work with children / young people to support the pursuit of their own interests, hobbies and friendships.
- Liaise with the child/young person, family members, external community services and others in their lives to help meet child / young person needs and goals.
- Work towards establishing links with community resources, facilitating inclusion of clients into the community.

- Advocate on behalf of clients for increased access to, and inclusion in, community and recreational services.
- Participate in the development of child / young person documentation where needed.
- Provide feedback to the Team Leader or coordinators about the child/young person, their family, community access or activity concerns.
- Provide information, feedback and reports using organisation reporting systems and applications. Including incidents, injuries, near misses and hazards.
- Ensure the child / young person's records are maintained and statistical records are entered.
- Provide information to colleagues on routine matters relating to the child / young person's needs.
- Keep accurate and complete records of your work activities in accordance with legislative requirements, organisation's requirements, privacy and confidentiality policies and requirements.
- Ensure all OH & S issues are raised with the Team Leader and share observations relating to work process improvements.
- Retain relevant receipts for purchases and submit for authorisation.

## **SALARY AND CONDITIONS**

### **Award and Salary**

This position is subject to the Social, Community, Home Care and Disability Services Industry Award 2010 and Disability Support Workers Award - State. Salary band will depend on qualifications and experience.

### **Superannuation**

A contribution is made based on the base salary of the amount equivalent to the award or occupational superannuation obliged to be paid by the Employer pursuant to the provisions of any industrial award, industry-wide agreement or Commonwealth or State law. Currently this is 9.5%.

### **Reimbursement for Expenses**

Any kilometre used to assist the participant to and from and activity will be reimbursed per kilometre.

### **Employment Entitlements**

All employment entitlements are based on the Social, Community, Home Care and Disability Services Industry Award 2010.

### **Equal Opportunity**

Extended Families is an equal opportunity employer.

### **Cultural Diversity**

Extended Families promotes cultural sensitivity and diversity. Individuals from CALD or Aboriginal and/or Torres Strait islander backgrounds or people with a lived experience of disability are encouraged to apply.

### **Child Safety**

Extended Families is committed to the safety of children.

### **Zero Tolerance**

Extended Families has a zero tolerance to all forms of abuse to people with disability.

### **Interview**

All applicants should be prepared to attend a personal interview.

### **Right to Work in Australia**

Applicants must either be an Australian citizen or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

### **Qualifications**

Where applicable, successful applicants are required to show proof of formal qualifications prior to formal hire.

### **Risk Assessed Roles and Mandatory Screening Checks**

All Extended Families staff in risk assessed roles must undertake a Proof of Identity Check and hold an employee Victorian Working with Children Check, NDIS Worker Screening Check Clearance and an International Police Check (if required).

A risk assessed role is one where normal duties of that role require more than incidental contact with a person with disabilities. Contact includes physical contact, face-to-face contact, oral communication, written communication, or electronic communication.

### **Mandatory Training**

All Extended Families staff must complete the NDIS Module 'Quality Safety and You' to obtain their NDIS Worker Code of Conduct Certificate prior to employment and must complete Extended Families' E-Learning Pathway within 2 weeks of commencement.

### **SELECTION CRITERIA**

#### **Essential**

- Certificate III Home and Community Care, Disability or Community Welfare or equivalent; or substantial experience and a proven track record in similar role with a willingness to complete suitable qualification within first 2 years of employment. (Students currently studying Allied Health degrees are exempt from this).
- Current Provide First Aid (HLTAID011) and CPR (HLTAID009) Certification or be willing to obtain.
- Completion of the NDIS Worker Orientation Module or be willing to complete.
- Previous experience working with children/young people with a disability in areas such as personal care, health and wellbeing, accessing the local community, learning independent living and social skills.
- Awareness of principles that underpin community inclusion and engagement.
- A commitment to supporting and promoting the individual needs, skills, abilities and goals of people with a disability.
- Understanding of how to support people with Autism Spectrum Disorder.
- Ability to respond to a wide range of child/young person behaviours.
- Commitment to the values of respect and compassion, empowering people and community, professional and ethical, inclusion and confidentiality.
- Ability to respond to direction and where appropriate use own initiative to work independently.
- Good time management skills.
- Good communication skills and ability to maintain good working relationships with service users, families and other organisations.
- Capacity to maintain accurate and legible records.
- Ability to follow organisational policy and procedures.
- Commitment to ongoing professional development, continuous improvement and learning.
- Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for the duration of the session.
- A current NDIS Worker Screening Check Clearance and Working with Children Check that is maintained at all times.
- International police check for applicants who have lived overseas for 12 months or longer in the last 10 years.
- Requirement to use own phone for receiving shift information and completing data records.
- Current Drivers Licence and access to an insured motor vehicle.

#### **Desirable**

- Demonstrated experience with group activities in a community setting for children/young people with a disability.
- Demonstrated understanding and/or experience in working with community or recreation group environments in an inclusion support capacity.
- Understanding of and experience in supporting people with Autism Spectrum Disorder.
- Other certifications in first aid management (Asthma, Anaphylaxis, Epilepsy).
- Additional languages.

**HOW TO APPLY**

Enquiries to Ashleigh Hicks – LinC Recruitment Administrator, Extended Families on 0410 717 498 or ashleigh@extendedfamilies.org.au

Applications should be submitted on the electronic application form available on our [website](#).

**ACCEPTANCE OF POSITION DESCRIPTION**

I have read, understood and accept the above position description. I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive

Name	(Print)		
Signature		Date	