

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Inclusion Support Worker
<b>ACCOUNTABLE TO:</b>	CEO
<b>EMPLOYMENT TYPE:</b>	Casual
<b>HOURS OF EMPLOYMENT:</b>	Shift work – shifts will be a minimum 2 hours and can occur at any time and day of the week.

### ORGANISATIONAL CONTEXT

At Extended Families, we believe that having joy in one's life and being a part of the community is important for everyone and that friendship and support are important cornerstones of a meaningful and fulfilling life. We focus on facilitating positive connections between people within a community and seek to widen social networks, empower individuals, promote inclusion, and strengthen the bonds people have within their local areas.

We offer an array of programs which focus on building meaningful companionship and social experiences in the community through sports, arts, recreation, and general participation in all life's experiences. One of which is our Linking + Including + Connecting (LinC) program which offers 'one on one' support to assist children and young people with a disability to access the community by building skills to enable participation and providing support for equal access to mainstream activities.

The programs offered by Extended Families are largely funded by the NDIS, and through various government grants. The NDIS is a way to provide support for Australians with a disability, their families, and carers. This scheme aims to maximise choice and control for participants and increase social and economic participation for people with a disability.

### SERVICE CONTEXT

**LinC** (Linking + Including + Connecting) matches quality Inclusion Support Workers to people with a disability, to support with community inclusion and skill development.

LinC Inclusion Support Workers work with people with a disability to develop independent living skills and support people to achieve social, personal, and developmental goals. They also provide support to enable people with a disability to independently engage in community, social and recreational activities.

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	LinC Team Leader and LinC Services Facilitators
<b>Direct Reports:</b>	None
<b>Internal Relationships:</b>	LinC Services Facilitators
<b>External Relationships:</b>	People with a disability, their informal supports and other service providers and community groups, including allied health providers such as occupational therapists, psychologists, and speech pathologist.
<b>Location:</b>	Extended Families Head Office is located at 1/95 Bell Street, Coburg. Work will take place in community settings across greater and metropolitan Melbourne.

## **PRINCIPAL ROLES AND ACCOUNTABILITIES**

Inclusion Support Workers are responsible for providing direct support and assistance to people with a disability to access, participate and be included in their community.

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

- Providing direct support to people with a disability on an individual basis and/or in a group environment to support wellbeing, build social relationships and increase community participation to support people to reach their full potential.
- Providing safe and quality services.
- Maintaining positive, professional working relationships with participants, informal supports, staff, and community organisations.
- Providing clear, responsive, and professional communication with all relevant parties.
- Working independently and within a team environment to deliver safe and quality disability services.
- 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**

- Respond to communication from the LinC team about establishing matches and participant support needs efficiently and professionally.
- Develop trusting, honest relationships with participants and their support networks.
- Support participants to meet their NDIS goals, though supporting participants to:
  - strengthen bonds and social networks and facilitate connections within their communities.
  - develop skills in areas such as independent living, social and relationship skills, and emotional regulation.
  - develop confidence and achieve authentic inclusion through community participation.
- Be responsible for all health, wellbeing, and safety requirements of participants throughout the service period.
- Afford participants dignity of risk, while maintaining your duty of care.
- Taking initiative and being proactive by providing high quality, valued support at all times.
- Support with activities of daily living, such as personal care (hygiene support, dressing and toileting support), mealtime support, and medication administration and basic cleaning.
- Encourage independent decision making and work with participants to pursue their own interests, hobbies, and friendships.
- Work in partnership with participants, family members, external community services and other support people to work towards goals.
- Advocate on behalf of participants to achieve access and inclusion in community and recreational activities and services.
- Provide regular progress reports to the LinC Team and report any real or potential risks to the participant or their family.
- Keep accurate and complete records of your work activities in accordance with legislative requirements, organisation's requirements, privacy and confidentiality policies and requirements. Record keeping requirements include:
  - Completing rosters and timesheets, including, recording signatures, shift notes, and other expenses at the end of every shift delivered.
  - Keeping accurate records of any transport and expenses claims, including receipts and Myki records.
  - Ensuring participant information is accurate and up to date at all times.
  - Providing evidence of professional development and learning when shifts have been cancelled with pay.

- Discuss any physical or psychosocial safety concerns relating to people, activities, or the environment, and report any incidents, injuries, near misses and hazards and complete incident reports within 24-hours.
- Use organisational software and reporting systems accurately and professionally, and in line with policies and procedures.
- Work collaboratively with the LinC team and share improvement suggestions as you identify them.
- Always uphold and abide by the NDIS Code of Conduct.

## **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. Superannuation rates are set by the ATO.

### **Reimbursement for Expenses**

It is the responsibility of participants to pay activity costs. This cannot be claimed from Extended Families. Any pre-approved expenses are payable following provision of a receipt.

Any kilometre used to assist the participant to and from an activity will be reimbursed per kilometre. Travel to and from work cannot be reimbursed. Parking and toll road claims must be pre-approved by participants.

### **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.

### **Inclusion and Diversity**

Extended Families promotes, welcomes, and celebrates inclusion, diversity, and cultural sensitivity. Individuals with a disability, as well as those from culturally and linguistically diverse, Aboriginal and Torres Strait islander, LGBTIQ+ and other diverse communities 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.

### **Mandatory Screening Checks**

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

### **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**

- Studying in a related field (such as psychology, youth work, community services, occupational, speech or physiotherapy, and social work), or
- Hold a relevant qualification, such as Certificate III in Individual Support, Certificate IV in Disability, Diploma of Community Services, or equivalent, or
- Experience and a proven track record in similar role with a willingness to complete suitable qualification within first 2 years of employment.
- Current Provide First Aid (HLTAID011) and CPR (HLTAID009) Certification or willing to obtain.
- Completion of the NDIS Worker Orientation Module or be willing to complete.
- Awareness of principles that underpin authentic community inclusion and engagement.
- A commitment to supporting and promoting the needs, skills, abilities, and goals of people with a disability.
- Ability to learn positive behaviour support strategies to promote positive behaviour and maintain community inclusion and participation.
- Commitment to Extended Families 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.
- Commitment to adhering to Extended Families' values and the NDIS Code of Conduct.
- 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 updated when it expires.
- Clear international police check for applicants who have lived overseas for 12 months or longer in the last 10 years.
- Requirement to use own smart phone for receiving shift information and completing data records.
- Current Driver Licence and access to a reliable insured car.

### **Desirable**

- Understanding of and the ability to implement Positive Behaviour Support frameworks.
- Understanding of and experience in supporting people with Autism
- Other certifications in first aid management (Asthma, Anaphylaxis, Epilepsy).
- Previous experience working with people with a disability in areas such as personal care, health, and wellbeing, accessing the local community, and the development of independent living and social skills.
- Additional languages.

## **HOW TO APPLY**

Enquiries to Ashleigh Hicks – LinC Recruitment Officer, Extended Families on 0410 717 498 or [ashleigh@extendedfamilies.org.au](mailto: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	