



POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Support Worker (Level 3)	Location:	Multiple Locations
Group:	Community Services	Reports to:	

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We develop person-centred solutions which are flexible, responsive and evidence-informed with people of all ages on the autism spectrum and their families	We are passionate about people, about being positive and about what's possible

Team Purpose

To provide support, training and individual planning for people on the autism spectrum or other disabilities, with a focus on supporting people to achieve a life they find meaningful.

Position Purpose

Provide support to people on the autism spectrum or other disabilities to build independent living skills and create meaningful involvement in their communities. The focus is on learning for life and using each individual's strengths to further build capacity and independence.

Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Individual Support	<ul style="list-style-type: none"> • Participants are recognised as valued and unique individuals. Every effort is made to support Participants by understanding their individual: <ul style="list-style-type: none"> ✓ ability to understand ✓ communication skills and preferences ✓ expectations of the service provided ✓ motivation and reasons to be involved or not involved ✓ sensory perceptions and sensitivities • Lead the development, implementation, data collection and review of Participants' plans and records, involving the Participant, families, residential services, and other stakeholders as appropriate • Work alongside participants to identify strengths and explore and engage in personal interests i.e. research, community gardening, music • Identify and explore opportunities during daily activity to build independent living skills e.g. support to purchase items, prepare food, do banking • Provide personal care as needed, including assistance with toileting, mealtime, grooming • Actively promote and adhere to Positive Behaviour Support principals and strategies • Manage and account for Participant and/or Aspect monies as part of accessing the community • Coordinate medication administration in a safe and timely manner 	<ul style="list-style-type: none"> • Each Participant has a completed, accurate and meaningful Person Centred Plan and Individual Support Plan • Documented plans articulate the Participants understanding, communication, expectations, motivations and sensory perceptions • Genuine involvement and feedback on plans is sought from stakeholders and recorded • Participants have tools to make known their needs, choices, and concerns and these preferences are clearly documented • Evidence exists that Participants are engaged and comfortable with their program and involvement • Participants are engaged with their daily programs that match and potentially develop their skills and ability to lead meaningful lives • Personal care is provided to Participants in a timely, respectful, and safe manner • Demonstrate positive behaviour support strategies at all times guiding other staff as required • Participant's challenging behaviour is managed positively and applicable Behaviour Support Plans followed • Restricted practices are administered as per approved plans and instances are documented • All monies is handled responsibly and accounted for as per agreed procedures • Medication management guidelines are strictly adhered to including sign off and security

	<ul style="list-style-type: none"> Primary responsibility for raising or collating Participant challenges and concerns to appropriate supervisor and / or Positive Behaviour Support Team and assist with resolution as required 	<ul style="list-style-type: none"> Participants ideas, choices and concerns have been raised and acknowledged in appropriate organisational and staff forums especially when service delivery decisions are made Participant complaints are resolved in accordance with Aspect's policies, guidelines and procedures
Meaningful Community Involvement	<ul style="list-style-type: none"> Lead the support of Participants to be involved in and contribute to their community in valued roles e.g. volunteering, employment, involvement in community activities Facilitate and support community outings with an emphasis on learning skills Responsibly to transport or coordinate transportation of participants within the community 	<ul style="list-style-type: none"> Participants have demonstrated meaningful involvement and participation in the community Participants enjoy safe and meaningful outings in the community as per individual plans Participants are transported in a timely and safe manner and program vehicle in good working order
Stakeholder Relationships	<ul style="list-style-type: none"> Act as key contact for communication with families, residential services, and other stakeholders to ensure the Participants plans are successfully supported and met Build positive relationships with all stakeholders, other service providers, and other people/businesses in the community as appropriate 	<ul style="list-style-type: none"> Stakeholders are communicated with frequently, verbally and in writing as required Stakeholders have the communication and information required to meet the Participants needs, choices Positive relationships are created and maintained with all stakeholders and the valued status of participants is evident in all communications
Program Operations	<ul style="list-style-type: none"> Coordinate and ensure the updating and maintenance of documentation and records as required to enable superior program delivery i.e. file notes, communication diary, data collection and Carelink records Forms specific to Participants well-being are completed such a Safety Form for all behaviour related incident, incident's involving injuries or near misses; and Medication Error Form for any medication related incidents; and, Seizure Record Forms for any seizures are completed as necessary Key role in ensuring staff, including self, keep site , vehicles and equipment are clean and maintained in good working order Lead specific projects as required to improve service delivery 	<ul style="list-style-type: none"> Program documentation is complete, up to date and meets the Participants, Aspect and Legislative requirements Appropriate documentation and forms regarding Participants are completed in a timely, accurate and professional manner Site and equipment is used safely, as directed, is clean and in good working order. Cleaning roster is developed, implemented, updated and adhered to

		<ul style="list-style-type: none"> • Special Projects are developed, implemented, reviewed and monitored as agreed
Teamwork	<ul style="list-style-type: none"> • Model appropriate professional behaviours and encourage the same of other team members • Be an active participant in team meetings • Attend all required professional training • Put forward ideas and contribute to planning and reviewing activities, programs and plans for participants • Support the Team Coordinators with staff induction 	<ul style="list-style-type: none"> • Demonstrates professional behaviour at all times and reports acts of unprofessional behaviour to the supervisor • Actively contributes to the successful operations and improvements of the program • Knowledge and application of team/Aspect communication including meeting minutes and emails • New staff are acutely aware of individual participants support needs and follow program guidelines, policies and procedures
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Ensure they meet all the inherent health requirements of the role • Take reasonable care for own and others health and safety • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Exercise duty of care in the health, safety and welfare of participants and ensure they are treated with dignity and respect • Follow relevant manual handling guidelines and procedures i.e. when utilising equipment, participant support • Participate in the staff consultation process about work health & safety matters • Understand and adhere to Aspect's Code of Conduct 	<ul style="list-style-type: none"> • Demonstrated personal responsibility and commitment to safe working practices • Hazards, incidents or risks are reported and appropriately acted upon • Work, Health & Safety matters are raised as part of regular meetings • All safety procedures are actively followed

PART B: POSITION CRITERIA

Position Criteria	Capabilities	Values driven	Valuing individuality, respecting differences, encouraging choice, ensuring dignity
		Teamwork (Coordination)	Key facilitator of team effectiveness; taking actions that demonstrate consideration of the needs of others and being aware of the effects of your behaviour on others
		Planning and Organising	Develops clear plans aligned to program goals; leading and motivating others to achieve
		Tolerance for Stress	Maintaining a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations)
		Communication & Interpersonal Skills	Excellent verbal and written skills, showing empathy and maturity, conflict resolution, analytical and problem solving skills
	Knowledge & Experience	Extensive experience in supporting adults and young people with a disability Computer skills including intermediate Microsoft Word skills Experience of developing and implementing programs that meet needs and interests of individuals Experience in demonstrating positive behaviour support strategies	
Qualifications	Certificate IV in Disability		
Job Requirements (Essential)	A current State Driver's Licence National police criminal history check-appropriately cleared Working with Children Check-if required by State, appropriately cleared You may be required to work at different locations, with a group of participants or one on one with a participant as required.		
Job Requirements (Desirable)	Own vehicle available for business use		

PART C: APPROVED BY

Position Approved by: _____ (Date) _____

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position.

Name: _____ (Date) _____