



# Living Skills Support Worker

## Position Description

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**Position Title** Living Skills Support Worker

**Responsible Council** NSW State Council

**Reports To** Senior Support Worker

**Base Location** Greene Villa, Coonamble

**Primary position objective** In this role you will be responsible for assisting the people we support in community living. You will provide day to day support and assistance in a group home environment, along with case management to ensure the needs and goals of the people we support are met. You will play a pivotal role in successfully enhancing the lives of the people we support. You will use your enthusiasm, experience and resourcefulness to assist the people we support to achieve an extra ordinary life.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

## **Organisational Overview**

SVDP NSW Support Services provides support for people experiencing need in NSW. It is a Special Work of the St Vincent de Paul Society of NSW and is comprised of more than 40 different programs across the state. SVDP NSW Support Services provides programs across areas including drug and alcohol, gambling, homelessness, disability, mental health, community development and refugee support.

## **Program Overview**

Greene Villa is a Specialist Disability Accommodation Service located in Coonamble, NSW. Greene Villa provides housing support as well as social, recreational and other supports for daily living for 7 residents. Greene Villa works closely with Castlereagh Industries also located in Coonamble. Castlereagh Industries training and employment support for employees experiencing a disability.

## **Duties and Responsibilities**

### Major Responsibilities

- Actively role model quality service delivery, engaging in active support, applying superior practical skills and experience in supporting people with daily living, community inclusion and full participation in all aspects of their life.
- Support each client to experience a quality of life that is reflective of their personal aspirations and community standards; including aspects such as their health and wellbeing, living standards, financial security, social connections and personal relationships.
- Fulfil all administrative tasks as assigned to meet organisational policy, procedures and legislative requirements.
- Using a person-centred approach, explore opportunities and work towards agreed outcomes that are important to the client.

### Indicative Duties List

- Support clients to participate in undertaking and attending activities and tasks including employment, in home support and community access.
- Provide direct care assistance to each client in accordance with their Person Centred Plan and other Plans and as directed by the Senior Support Worker.
- Monitor the safety and well-being of the residents and report any concerns to the Senior Support Worker.
- Provide 1:1 or small group training and support in response to individual client needs.
- Record relevant information on support provided in client notes and communication book as required.
- Transport clients as required
- Support residents with cleaning, cooking, laundry and personal hygiene where required
- Participate in the Personal Care Plan process for individual clients and monitor outcomes.
- Work with clients, family/ carers, relevant case managers and other professionals to support the client's individual goals.
- Participate in Stronger Together process to identify ongoing development opportunities.

## **Essential Criteria**

- Cert III Disabilities or equivalent (or be working towards)
- Excellent interpersonal and customer service skills,
- Demonstrated good role modelling and support skills,
- Understanding of human rights and the challenges facing those with disability.
- Problem solving skills,
- Good written & communication skills

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer.*