



## POSITION PROFILE

### **PART A: POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Support Worker (Level 2)</b>	<b>Location:</b>	<b>Multiple Locations</b>
<b>Group:</b>	<b>Aspect Families and Individual Options</b>	<b>Reports to:</b>	<b>Team Coordinator</b>

### **Organisation Purpose**

<b>Vision</b>	<b>Mission</b>	
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	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"> <li>• 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"> <li>✓ ability to <b>understand</b></li> <li>✓ <b>communication</b> skills and preferences</li> <li>✓ <b>expectations</b> of the service provided</li> <li>✓ <b>motivation</b> and reasons to be involved or not involved</li> <li>✓ <b>sensory perceptions</b> and sensitivities</li> </ul> </li> <li>• Assist with the development, implementation, data collection and review of Participants' plans and records, involving the Participant, families, residential services, and other stakeholders as appropriate</li> <li>• Work alongside participants to identify strengths and explore and engage in personal interests i.e. research, community gardening, music</li> <li>• Find opportunities during daily activity to build independent living skills through active support e.g. support to purchase items, prepare food, do banking</li> <li>• Provide personal care as needed, including assistance with toileting, mealtime, grooming</li> <li>• Actively promote and adhere to Positive Behaviour Support principals and strategies</li> <li>• Handle Participant and/or Aspect monies as part of accessing the community</li> <li>• Safely administer medication for Participants as required</li> </ul>	<ul style="list-style-type: none"> <li>• Participants have tools to communicate needs, choices, and concerns and these preferences are clearly documented</li> <li>• Communication aides are used in line with Individual Support Plan i.e. visual aides</li> <li>• Participants engaged and comfortable with their program and involvement</li> <li>• Every program has comprehensive, personalised and up to date plans and records ensuring individual needs are recognised and supported</li> <li>• Participants are engaged with their daily programs that match and potentially develop their skills and ability to lead meaningful lives</li> <li>• Personal care is provided to Participants in a timely, respectful, and safe manner</li> <li>• By using positive support strategies, Participants challenging behaviour is minimised</li> <li>• Participant's challenging behaviour is managed positively and applicable Behaviour Support Plans actioned if necessary</li> <li>• Restricted practices are administered as per policy and procedures</li> <li>• All monies is handled responsibly and accounted for as per agreed procedures</li> <li>• Medication management guidelines are strictly adhered to including sign off and security</li> <li>• Participants ideas, choices and concerns have</li> </ul>

	<ul style="list-style-type: none"> <li>Facilitate raising Participant challenges and concerns to appropriate supervisor and assist with resolution as required</li> </ul>	<p>been raised and acknowledged in appropriate organisational and staff forums especially when service delivery decisions are made</p> <ul style="list-style-type: none"> <li>Participant complaints are resolved in accordance with Aspect's policies, guidelines and procedures</li> </ul>
Meaningful Community Involvement	<ul style="list-style-type: none"> <li>Support Participants to be supported to be involved in and contribute to their community in valued roles e.g. volunteering, employment, involvement in community activities</li> <li>Facilitate and support community outings with an emphasis on learning skills</li> <li>Responsibly transport participants within the community</li> </ul>	<ul style="list-style-type: none"> <li>Participants have demonstrated meaningful involvement and participation in the community</li> <li>Participants enjoy safe and meaningful outings in the community as per individual plans</li> <li>Participants are transported in a timely and safe manner and program vehicle in good working order</li> </ul>
Stakeholder Relationships	<ul style="list-style-type: none"> <li>Communicate with families, residential services, and other stakeholders to ensure the Participants plans are successfully supported and met</li> <li>Build positive relationships with all stakeholders, other service providers, and other people/businesses in the community as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholders are communicated with frequently, verbally and in writing as required</li> <li>Stakeholders have the communication and information required to meet the Participants needs, choices</li> <li>Positive relationships are created and maintained with all stakeholders and the valued status of participants is evident in all communications</li> </ul>
Program Operations	<ul style="list-style-type: none"> <li>Update and maintain documentation and records as required to enable superior program delivery i.e. file notes, communication diary, data collection</li> <li>Assist in the collection of information and data for Person Centred Plans (PCP) and Individual Plans (IP) for all service users</li> <li>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</li> <li>Take responsibility for ensuring the site and equipment is clean and maintained in good working order</li> </ul>	<ul style="list-style-type: none"> <li>Participant records are up to date allowing for coordination, development, and implementation, of Participants' Person Centred Plans (PCP) and Individual Plans (IPs)</li> <li>Appropriate Program documentation and forms are completed in a timely, accurate and professional manner</li> <li>Site and equipment is used safely, as directed, is clean and in good working order. Cleaning roster is adhered to.</li> </ul>

Teamwork	<ul style="list-style-type: none"> <li>• Model appropriate professional behaviours and encourage the same of other team members</li> <li>• Be an active participant in team meetings</li> <li>• Attend all required professional training</li> <li>• Put forward ideas and contribute to planning and reviewing activities, programs and plans for participants</li> <li>• Act as a buddy to new staff assisting them to get to know the individual Participants and the program procedures</li> <li>• May be responsible for overseeing others of less experience</li> <li>• May assist more senior staff with special projects as requested</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates professional behaviour at all times and reports acts of unprofessional behaviour to the supervisor</li> <li>• Actively contributes to the successful operations and improvements of the program</li> <li>• Knowledge and application of team/Aspect communication including meeting minutes and emails</li> <li>• Professionally guides new staff being supportive and modelling best practice</li> <li>• Takes on additional responsibility within reason and as requested</li> </ul>
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> <li>• Ensure they meet all the inherent health requirements of the role</li> <li>• Take reasonable care for own and others health and safety</li> <li>• 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</li> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect.</li> <li>• Exercise duty of care in the health, safety and welfare of participants and ensure they are treated with dignity and respect</li> <li>• Follow relevant manual handling guidelines and procedures i.e. when utilising equipment, participant support</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> <li>• Understand and adhere to Aspect's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated personal responsibility and commitment to safe working practices</li> <li>• Hazards, incidents or risks are reported and appropriately acted upon</li> <li>• Work, Health &amp; Safety matters are raised as part of regular meetings</li> <li>• All safety procedures are actively followed</li> </ul>

## **PART B: POSITION CRITERIA**

Capabilities	<b>Values driven</b>	Valuing individuality, respecting differences, encouraging choice, ensuring dignity
	<b>Teamwork (Co-operation)</b>	Active participation in and facilitation of team effectiveness; taking actions that demonstrate consideration of the feelings and needs of others and being aware of the effects of your behavior on others
	<b>Planning and Organising</b>	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources
	<b>Tolerance for Stress</b>	Maintaining a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations)
	<b>Communication &amp; Interpersonal Skills</b>	Good verbal and written skills, showing empathy and maturity, conflict resolution, analytical and problem solving skills
Knowledge & Experience	Knowledge and/or experience in supporting adults and young people with a disability Computer skills including intermediate Microsoft Word skills Experience in positive behaviour support planning and person centred planning	
Qualifications	Certificate III in Disability (or equivalent) or the willingness to complete a Certificate III	
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 Disability Worker Exclusion Scheme check (Victoria), appropriately cleared You may be required to work at different locations, with a group of participants or one on one	
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) \_\_\_\_\_