



INFORMATION PACKAGE

POSITION VACANT

2 X DIRECT SUPPORT WORKER (PART-TIME) – ACTIVE LIVING

REF NO: ESC244

CLOSING DATE: 4.30PM MONDAY 24 JUNE 2019

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Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Sally Pryor on (02) 4474 1003



Collaboration Respect Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for these positions. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Direct Support Worker (Part Time) – Active Living


Position Code	590 and 591
Division	Community Care
Location	Based from Moruya Administration Offices and assisting shire wide community members
Band/Level	Administrative / Technical / Trades Band 2 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Facilitate support to older people to enable them to remain living independently in their homes and connected to their community.

Main duties and key result areas (KRA)

1. Provide support, including personal care (e.g. showering, toileting support etc.), to individuals using an enablement/reablement approach which promotes health, wellbeing and independence.
KRA: Participants are provided with respectful, culturally appropriate support and care and enabled to achieve a maximum level of independence.
2. Support and maintain care relationships between older people and their carers/families.
KRA: Carer/family and other significant relationships are supported and maintained.
3. Assist older people to identify their rights and represent their own needs; provide appropriate advocacy on their request.
KRA: On request from individuals, provide appropriate advocacy to support and develop relationships and partnerships that optimise their wellbeing.
4. Support individuals and/or groups of people to participate in community, social and recreational activities.
KRA: People are supported to participate in community, social and recreational activities of their choice.
5. Positively promote inclusion and access for older people within the local community and at their places of choice.
KRA: The local community is more aware, values and understands the needs of older people whilst clients have a positive experience and feel respected.
6. Work collaboratively as part of a team and independently with minimal supervision.
KRA: Independence and initiative demonstrated whilst working alone, plus active contribution to the team's common goals.
7. Undertake professional development as directed by the Service in order to benefit participants; actively participate in the process of continuous service improvement.
KRA: Evidence of participation in professional development; implementation of change in response to provision of feedback as directed.
8. Provide accurate and timely documentation on outcomes for individual participants or groups of participants.
KRA: Documentation is accurate, timely, professional and respectful of participants.
9. Undertake all requirements of the position in line with approved policies and procedures of Council and the Home Care Standards.
KRA: Approved policies and procedures are adhered to, Home Care Standards demonstrated and upheld.

10. Maintain own health and safety and that of other people at the work place or those who may be affected by the work being carried out

KRA: Work is carried out in a safe manner, complying with Work Health and Safety regulations for self and others, including participants. Support is implemented according to agreed procedures.

11. Undertake all work in line with Council's Core Values.

KRA: All aspects the role incorporate Council's core values: 'collaborate, respectful, team spirit, professional, open & trusting'.

Qualifications/Experience (Selection Criteria)

Essential

1. Minimum Cert III or equivalent Qualifications in Aged Care/Individual Support and/or Community Services.
2. Demonstrated experience in delivering quality supports to older people in various settings, including home, community, social and recreational settings.
3. Demonstrated experience in capacity building activities and creating opportunities that increase people's independence and wellbeing.
4. Demonstrated ability to work independently or as part of a team.
5. Demonstrated evidence of accurate and objective written and verbal communication skills.
6. Excellent observational skills.
7. Demonstrated ability to safely carry out manual handling tasks including lifting and transfer techniques.
8. Demonstrated understanding of the Home Care Standards.
9. Current First Aid certificate either Senior or Advanced (or willingness to acquire same prior to commencement).
10. Current Class C driver license and comprehensively insured vehicle (which can when necessary be used to transport clients to activities)
11. Ability to work flexible hours including evening, weekends and sleepover shifts as dictated by client need.
12. Willingness and ability to follow EEO diversity principles and practices.
13. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures, and demonstrated understanding of the WHS requirements required of employees in relation to this.

Desirable

1. Demonstrated experience providing support to people with dementia.
2. Demonstrated awareness of the rights of clients and ability to appropriately respond and report violations of rights/elder abuse.

Appointment to these roles are dependent on an assessment of the results of a National Criminal History Record Check

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Relevant Team Leader / Personal Support Planner
DATE: June 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Direct Support Worker (Part Time) – Active Living
Reference Number:	ESC244
Grading:	Grade 6 of Council’s salary system
Salary Range:	In the range of \$28.98 to \$30.50 gross per hour comprised of: * \$26.47 to \$27.85 base salary, plus * \$2.51 to \$2.65 superannuation (calculated at 9.5%)
Allowances:	Evening Shift Penalty – 15% loading Saturday Shift Penalty – 50% loading Sunday Shift Penalty – 75% loading First Aid Allowance Sleepover Allowance Travel and Vehicle Allowance
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council’s expense.
Vaccinations	As part of Council’s duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis, tetanus and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.



Hours of Work: Minimum of 21 hours per week. These hours are arranged over a rotating monthly roster and include shift, evening and weekend work.

Location: Positions will be based from Moruya and required to work in various programs and locations across the shire to assist community based clients.

Leave Entitlements: Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

