

## JOB & PERSON DESCRIPTION

Job and Person Description form a part of an integrated planning process to ensure that individual performances align with the strategic and community directions of ASG. The Job Description also provides the basis on which selection criteria for the position are determined.

<b>Position:</b>	Disability and Mental Health Support Worker (supported residential care setting)
<b>Program:</b>	ATSI Women's Accommodation and Support Program
<b>Reports to:</b>	Team Leader
<b>Location:</b>	Ottoway
<b>Fraction</b>	Casual
<b>Level</b>	Level 2/1 - Aboriginal Sobriety Group Indigenous Corporation Enterprise Agreement

### 1. PURPOSE STATEMENT

The Aboriginal Sobriety Group Indigenous Corporation (ASG) is a community-based organisation providing care and support to Aboriginal and Torres Strait Islander people to sustain social, emotional and economic wellbeing. It is the aim of ASG to improve the quality of life for Aboriginal people through the provision of programs and culturally appropriate supports.

The role of the Disability and Mental Health Support Worker is to take pride in their work and care about those who they support, whilst maintaining professional boundaries as outlined in our policies and procedures. The Disability and Mental Health Support Worker will contribute to the day to day functioning of the residential care facility and support and empower, vulnerable and at risk women, as part of goals established through case planning and coordination. This will include providing high quality services to support a range of clients with diverse backgrounds and high and complex needs in the areas of health, living skills, recreational and social participation and social and emotional well-being.

### 2. KEY RESPONSIBILITIES/DUTIES AND MEASURES

Under the routine supervision of Management the objectives of the DMHSW position are as follows:

#### 1. Client service delivery responsibilities

- Ability to work with and accept cultural, racial and social diversity
- Assist in the identification of client needs and provide life skills and developmental activities to support clients to live as independently as possible and enjoy their community of choice.
- Assist clients in creating a homely environment. This will include house cleaning duties.
- Develop and implement life skills and developmental activities relevant to the clients' physical, emotional, spiritual, health and social well-being. This can include assistance with personal care.
- Assist in the delivery of more complex lifestyle activities under the guidance of senior staff
- Support empowerment by ensuring client engagement and participation in personal and household decision making processes.

- Support the implementation of individual lifestyle plans under the guidance of senior staff.
- In consultation with relevant persons ensure that clients are supported to access necessary service supports from generic and specialist service providers such as medical, psychological, dental etc.
- Assist clients to maintain their home on good repair by reporting damage through the appropriate channels.
- Communicate effectively and relate to people with a disability, their families, advocates and work colleagues..
- Ensure services delivered are culturally safe, of high quality and tailored to meet individual/client needs.
- Encourage and assist clients to access clinical health services, life skills training, and activities to improve their physical, social and emotional health and their general wellbeing under a 'gateway' framework of support.
- Provide appropriate and timely referrals, advocacy, and assist clients to access services.
- Build trust and effective working relationships with clients by modelling behaviour that is positive and non-judgemental.
- Manage information effectively by reporting and recording utilising identified operational systems and documentation.
- Maintain high personal standards and an awareness of ASG Code of Conduct and Policies and Procedures.

## **2. Build and maintain a positive environment for clients**

- Evidence of effective role modelling and ways of working to develop and implement a caring, supportive and learning environment for clients
- Evidence of effectively managing and responding to difficult and challenging behaviours
- Assist in the implementation of Behaviour Management plans and behavioural change strategies
- Maintain awareness of clients individual spiritual, physical, social and emotional needs
- Involve clients in activities that are aligned to the individuals stages of development
- Actively engage in the continuous quality improvement process; by providing feedback; embracing change; reflecting and adapting practices

## **3. Ensure a safe and secure environment for clients**

- Ensure that the residential facility is clean, safe and secure at all times.
- Ensure personal boundaries are maintained at all times
- Ensure WH&S issues are reported and documented as part of safe working environments.
- Understand and apply mandatory reporting and duty of care responsibilities and obligations
- Follow and provide feedback regarding ASG policies and procedures thereby contributing to a safe and accountable workplace.
- Adhere to all relevant legislation in particular the Disability Services Act.

## **4. Work effectively in a team environment**

- Enhance and encourage teamwork through participation in team meetings, training and other team activities.
- Ensure personal safety by the adoption of safe work practices and compliance with ASG's policies and procedures
- Use ASG's resources accountably, effectively and prudently for the benefit of clients and the program.
- Follow all reasonable workplace requirements and directives
- Attend and actively participate in professional development

## **5. Administrative Activities**

- Ensure compliance with a range of administrative and business practices which support the program and ASG's policies and procedures.
- Maintaining timely and accurate documentation of logging notes, consistent with professional standards.
- Providing regular statistical and other reports, as requested.
- Ensuring secure management of client data and client files and compliance with privacy policies and relevant legislation.

## **6. Manage own 'Self Care'**

- Ensure personal needs and limitations are demonstrated within the workplace
- Demonstrative reflective behaviour
- Engage in continuous learning and development

## **7. Professional Development**

- Participate in professional development activities that will enhance service outcomes, management and organisational development capabilities.
- Actively participate in regular supervision and development sessions as required.
- Participate in regular performance development reviews.
- Participate in review of policies, procedures and operational improvements to service delivery

## **8. SELECTION CRITERIA**

### **Essential:**

- Certificate IV in Community Services or equivalent experience
- Hold a current First Aid Certificate
- Hold a current Mental Health First Aid Certificate
- Hold a current Child Safe Environment Certificate
- Current DCSI Child-Related Clearance
- Previous experience in working with vulnerable clients
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander people and issues affecting health and wellbeing.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and working in a manner that takes into account cultural difference.
- Demonstrated knowledge of Guardianship, Administration and Section 32 Orders and obligations.
- Demonstrated understanding and experience in relation to Disability and comorbidity/dual diagnosis
- Demonstrated understanding and experience in relation to drug and alcohol service delivery and support
- Ability to use initiative and work directly with clients in a highly challenging residential care setting
- Ability to maintain a high level work standard and deliver services within the resources of the program which support clients in a sensitive and non-judgemental manner.
- Ability and willingness to promote healthy living programs.
- Good written, computer and oral communication skills
- Demonstrated ability to work under limited supervision and support other team members.
- Knowledge of support networks appropriate to the needs of clients.

## **Desirable:**

- Degree in Social Work, Community Services or equivalent experience
- Accredited training in drug and alcohol and/or counselling would be highly desirable.
- Committed to the improvement of the social and emotional wellbeing and health outcomes for ATSI people.
- Knowledge of health promotion, harm reduction, and drug and alcohol related services.
- Experience in working with Aboriginal people, organisations and communities including understanding of cultural protocols and community consultation processes.

## **9. APPOINTMENT CONDITIONS**

### **Special Conditions and Status**

- Casual basis on a 24/7 roster system
- Tenure in this position is subject to funding continuing.
- Superannuation Employer contribution.
- Appointment is subject to a satisfactory Child-Related Employment Screening through Department of Communities and Social Inclusion.
- Current SA Driver's Licence
- Conditions of employment are in accordance with the Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation.
- ASG is a non-smoking environment

## **10. PERFORMANCE/SKILL STANDARDS**

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

## **11. WORK HEALTH AND SAFETY**

Follow defined work health and safety legislation and Aboriginal Sobriety Group's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury which arises in the course of your work.

## **12. CULTURE & CODE OF CONDUCT**

At Aboriginal Sobriety Group Indigenous Corporation our goal of being client focused can only be maintained and enhanced with your assistance, and in joining our team, you share our commitment to providing the best service to our community. For this to be achieved, your ideas, suggestions, and initiative are encouraged as we strive to improve the way we do things.

Within the facility, we act with integrity and professionalism, in our dealings with each other and our clients. We have a commitment to ongoing professional development and to foster an environment where everyone's contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.

### **13. EQUAL EMPLOYMENT OPPORTUNITY**

#### **Responsibility Statement**

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

### **14. CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

**Employee Statement:**

**As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Signature)    \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date)

**Job and Person Description Approval**

**EXECUTIVE MANAGEMENT**

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Signature)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date of Approval)