PEARLS OF WISDOM

Example Employee Role Description

Support Worker – Self Directed Support

Purpose of position e.g.

The purpose of the position is to assist Laura to live in her own home, to live a safe and fulfilling life, to connect with the local community and to make choices that are in her best interest.

Support workers skills, personality and experience are matched as much as practicable to suit the needs of Laura.

This position will report directly to Laura and her parents who direct the support on Laura's behalf. *(if a Host Provider employs workers on behalf of Laura there may need to be a covering letter from the Host that delegates authority to Laura and her parents)*

Principles of Self Directed Support that are important to Laura and her family & friends

These may include

- Beliefs about living lives that are valued and preferred by other citizens
- Beliefs about the nature of private/family business and the authority of the person to make their own decisions and the natural authority of family and friends.
- Beliefs about home being a private domain
- Beliefs about people having a good life and having valued roles
- Beliefs about family and committed friends have influence and safeguard a good life
- Beliefs about having a buffer from bureaucratic processes

Duties and responsibilities of position e.g.

The tasks that are defined through routines, methods, standards and procedures that are in place in Laura's home and set down by Laura's parents. Laura's dignity and wellbeing should be preserved and respected at all times.

Assist as required and indicated, with:

- Personal care, including personal hygiene and grooming, eating, medication, health care and mobility
- Daily living activities including housekeeping, meal preparation, shopping and transport
- Assisting Laura to access the community on public transport and/or driving Laura in the worker's/Laura's car.
- List other roles that have come from planning

Requirements e.g.

- Knowledge and skills gained through previous experience and/or qualifications in the disability field (or equivalent).
- Capacity to interact positively with and provide the support required in ways which are respectful to the person, family, friends and other staff.
- Demonstrated commitment to social justice principles including a respect for and commitment to the rights of people with disabilities and their families.
- Sound interpersonal skills, including the ability to communicate effectively with a range of people and in a variety of situations, and to work as a member of a team.
- The ability to adapt to different situations, arrangements and services.

- Ability to perform all physical requirements of this position. This may include:
  - lifting and transferring a person with a physical disability
  - providing physical assistance quickly when required
  - employing protective actions for self and others (eg quickly removing people in the event of a fire)
- Possession of a current Queensland driver's license if required
- Possession of a current Senior First Aid Certificate, including a current CPR (At own cost)
- Possession of a police clearance or positive notice card
- High level of verbal and written communication skills.

Performance review

The level of satisfaction with worker performance will be expressed by:

- Feedback from Laura, her family, significant others and key support people.
- Worker evaluations conducted by Laura's parents (or a Key Worker), which will include evidence of confidentiality, integrity, workplace and service boundaries, punctuality and demonstrated respectful interactions with the person they are supporting.
- Informal reviews will be part of a continuous quality process, and regular feedback will be given to staff.
- A formal performance review will occur after three months of continuous service and then again on an annual basis.

Accountability

- Changes to hours worked directed to Laura's parents (i.e. sick days)
- Advise leave requests to Laura's parents, in sufficient time for rosters to be adjusted.
- Position reports directly to Laura and her parents.

Terms and Conditions

- Position is subject to funding availability
- Support workers are to adhere to rules established by Laura and her parents.
- Offered as a casual/permanent part-time position
- Person is employed by Host Provider but is directed by Laura and her parents
- Approved Mileage: expense record submitted with Timesheet for reimbursement.
- Some weekend and after hours work may be necessary as the position based on a rotating roster or the set hours offered are …