

POSITION DESCRIPTION

POSITION TITLE	NDIS Support Worker		
POSITION OVERVIEW	Provide one on one support, and other support as required, to assist people living with an intellectual, physical and psychosocial disability to achieve their NDIS goals and aspirations.		
CLASSIFICATION	WCS 3.1	SERVICE LINE AREA	Disability, Aged Care and Mental Health NDIS, Direct Service
EMPLOYMENT TYPE	<input type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input checked="" type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		HOURS PER WEEK varies
LOCATION	Woden Youth Centre, 29 Callam Street, Woden, 2606.		
IMMEDIATE MANAGER	NDIS Outreach Team Leader		
INDUSTRIAL AGREEMENT	Community Sector Multiple Enterprise Agreement 2014-2018 (ACT).		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
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KEY RELATIONSHIPS

INTERNAL	NDIS Support Coordinators, NDIS Direct Service Team, VisiCase Administrator
EXTERNAL	Community based programs and services, guardians and families

KEY ACCOUNTABILITIES

- Within a capacity-building and strength-based framework, provide one on one and group-based supports that lift participants into valued roles and authentically advance their NDIS goals and aspirations
- Using a person-centred approach, work *with* participants to maximise their self-esteem and independence
- Build supportive, respectful relationships with people living with a disability, their families and external community-based programs and services
- Ensure a high-quality service by providing punctual, reliable and consistent supports
- Contribute to the ongoing evaluation of service delivery by providing timely and relevant feedback to your supervisor on support activities, sharing information within the team, assisting colleagues in a proactive manner, and recommending and implementing agreed quality improvements
- Regularly evaluate personal performance by engaging in reflective practice and actively seeking opportunities to develop professionally and personally
- Work in accordance with workplace health and safety guidelines and following WCS' Policies and Procedures

- Model WCS' Purpose, Code of Conduct, Values and behaviours
- Apply workplace Diversity and Equity principles at all times
- Other duties as directed

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Capacity to establish rapport and build supportive relationships with people living with a disability, their families and external service providers based on mutual trust and respect • Proven ability to use person-centred and strength-based approaches • Thorough understanding and appreciation of personal and professional boundaries, privacy and confidentiality • Strong communication and interpersonal skills • Exceptional organisational and time management skills • Demonstrated computer and database skills that will ensure consistent, quality documentation and reporting • Proactive and hands-on approach, including the ability to work under limited supervision • Minimum Cert III in community services or a related field
Desirable	<ul style="list-style-type: none"> • Minimum Cert IV in either disability or mental health qualification, or working towards one • Experience, knowledge and skills working with people living with a disability • Ability to work outside normal business hours
Essential Operational Requirements	<ul style="list-style-type: none"> • ACT Working with Vulnerable People Card/Registration • Current Police Check • First Aid Certificate • Current driver's licence • Access to a reliable, comprehensively insured vehicle • Working rights in Australia

Document History	Original: July 2019	Revised: April 2021	Version: V1
Employee's name		Signature	DATE