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| POSITION TITLE | NDIS Support Worker | | |
| POSITION OVERVIEW | Provide one on one support, and other support as required, to assist people living with a disability and/or mental health issues to achieve their NDIS goals and aspirations. | | |
| CLASSIFICATION | WCS Level 3 | SERVICE AREA | 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 Team Leader Direct Services | | |
| INDUSTRIAL AGREEMENT | Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023 | | |
| REPORTING RELATIONSHIPS | | | |
| NO OF DIRECT REPORTS | Nil | NO OF INDIRECT REPORTS | Nil |
| KEY RELATIONSHIPS | | | |
| INTERNAL | NDIS Support Coordinators, NDIS Direct Service Team, Administration Staff | | |
| EXTERNAL | Participants, community-based programs and services, guardians and families | | |
| KEY ACCOUNTABILITIES | | | |
| <ul style="list-style-type: none"> • Within a capacity-building and strength-based framework, provide one on one and group-based supports to maximise participant's 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 feedback to the Service Area Team Leaders/Engagement Officers. • Complete/attend mandatory training relevant to the role and participate in organisational activities. • Engage in the ongoing improvement of own knowledge and skills through training and reflective practice. • Engage in the evaluation of performance with your supervisor through reflective practice and actively seek opportunities for professional development. • Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times. • Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles. | | | |

- Apply National Principles for Child Safe Organisations, as applicable for the role.

EXPERIENCE & QUALIFICATIONS

Essential

- Minimum Cert III in community services or a related field.
- 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.
- Understanding and appreciation of the importance of personal and professional boundaries, privacy and confidentiality and ethical behaviour.
- Sound communication skills (both oral and written) to be able to interact positively with a variety of people.
- Demonstrated computer and database skills that will ensure consistent, quality documentation and reporting.
- Current ACT WWVP registration with NDIS Screening check.
- Current First Aid Certificate.
- Current driver's license.
- Access to a reliable, comprehensively insured vehicle.

Desirable

- Experience, knowledge and skills working with people living with a disability and /or mental health issues.
- Understanding of NDIS related processes.
- Understanding of person-centred and strength-based approaches.

Other

- Able to work outside normal business hours if required.
- Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.
- Ongoing employment is subject to satisfactory police check and maintaining a current ACT Working with Vulnerable People registration.

Document History

Original: 10/07/2019

Revised: May 2023

Version: V5

Employee's name

Signature

DATE