

POSITION DESCRIPTION

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	Team Leader Service Delivery		
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	<ul style="list-style-type: none"> • 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. • Demonstrated understanding of professional boundaries, privacy and confidentiality. • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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: Oct 2023	Version: V7
Employee's name		Signature	
			DATE