
EMPLOYMENT APPLICATION PACKAGE

Dear Intending Applicant,

RE: DISABILITY SUPPORT – COMMUNITY CARE & RESPITE - NHULUNBUY

Thanks for your interest in this position. This application package is provided to give you information about the position, salary and employment conditions and to clarify what we need you to include in your application for the advertised position.

The Opportunity

The opportunity to make a difference to empower those most disadvantaged is right here. Supporting respite clients, the job satisfaction and challenges are second to none.

Salary and Conditions

The position is classified as NT Disability Award Level 3 – Full time or Casual Composite Rate.

There is a potential opportunity to significantly increase your take home pay through salary packaging.

Superannuation is set at 9% and there is the option of a generous salary packaging arrangement.

Operational Base: Based at Nhulunbuy, Gove.

Position Description

Please find enclosed a position description, which includes information on the nature of job tasks, key result areas, selection criteria and special conditions of the job.

Curriculum Vitae/Resume

You need to provide us with a comprehensive CV/resume, which includes relevant personal details, work history, qualifications, training and professional development activities, areas of interest and expertise along with supporting evidence regarding qualifications and certificates.

Selection Criteria

The selection criterion for this position is listed under Essential criteria of the attached position description. Please ensure you address these items. The information you provide should be clear, concise and most importantly relevant, so that the selection panel can readily assess your suitability for the role. You may also be asked to provide evidence to support your comments.

You should demonstrate to the selection panel your understanding of the requirements of the position and that you possess the knowledge, experience, skills, qualifications and aptitude required to successfully carry out the duties.

Please note only those applicants who best meet the criteria from the pool of applicants will be short listed for interview.

Referees and References

You need to provide the names and current contact details for three work related referees. They should be people who can provide information, comment on your recent and relevant work experience and/or validate claims you have made in your written application or may make at an interview.

Referees will not be contacted until you have been advised

Supporting Documents/ Attachments to your Application

Only send photocopies of supporting documents with your application to avoid loss or damage to originals. We may request to sight original documents at interview.

Contact Number

Provide a convenient telephone number and/or email address so we can contact you at short notice to attend an interview or if we have any queries regarding your application.

Written Applications

Just staple together all information so that it can be easily photocopied for selection panel members; you do not need to enclose/bind your application in a folder.

Applications are to be sent to and addressed as follows:

Helen Walker
Human Resources Manager
Anglicare NT
PO Box 36506
Winnellie NT 0821

Alternatively, applications can be faxed to 08-89850001 or emailed to hwalker@anglicare-nt.org.au

Yours sincerely

Kate McGarry
Executive Manager



Position Description

Position Title:	Position type:
Support Worker – Level 3 Disability	Casual
Reporting to:	Child Protection Risk Status
Coordinator – Community Care & Respite Wanguri	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low

POSITION OBJECTIVE

To assist each person with a disability to live as independently as possible in their own home and in their community.

To provide a positive and supportive environment that enables people with a disability to reach their potential as valued members of the community.

SCOPE

Anglicare NT's services for people with a disability aim to be responsive to the individual needs, requirements and strengths of each person with a disability by ensuring that they are assisted to:

- make decisions and communicate their choices
- be as independent as possible in their daily living
- be involved in the daily management and operation of their household including cooking, cleaning, gardening, laundry and shopping.
- participate within their neighbourhood and community
- access medical, dental, educational, psychological and other appropriate services as required
- engage in social and recreational activities within their community
- maintain positive relationships with their family and friends
- be directly involved in the service they receive through service planning and complaint processes.
- uphold their rights as citizens and their right to a reasonable standard of living.

Disability Support staff play an important part of achieving these aims by:

- fostering the development of positive relationships with the families of the people with a disability and involve family members in the planning and review of services as guided by the wishes of the person with a disability.
- liaising and working with other agencies as necessary to ensure a coordinated and integrated approach to service delivery.
- ensuring services are provided in ways which respect and promote the culture of the person with a disability, their beliefs and traditions.

DUTIES AND RESPONSIBILITIES

Specific

- supervise and care for clients including personal care
- generic domestic duties such as cleaning, laundering, and kitchen duties.
- general administrative duties ensuring that all documentation such as daily log and diary are completed accurately and in a professional and timely manner
- maintain individual records and reports as required (ie. Individual program plans, monthly reports)
- transport clients in Anglicare NT vehicles
- implement client skills programs
- assist in the review and appraisal of programs
- work harmoniously with all staff and demonstrate support for other members and volunteers.
- participate and contribute to the continuous improvement through quality improvement systems and other service activities to meet Service/Accreditation standards.
- assist with the training of level 1 employees
- perform tasks incidental to work undertaken and tasks generally in accordance with the skills required at this level

General

As a committed and effective team member the employee is required to:

1. Be physically and mentally capable to report to work in a fit state to perform all duties.
2. Meet standards set by the organization for the position and its relationship to organisational performance.
3. Maintain confidentiality of the program at all times as it relates to all information pertaining to individual clients, divisional staff and organisational requirements as identified in the confidentiality agreement and organisational policy and procedures for this area.
4. Actively participate in performance reviews, performance development, training (including OHS&W and fire safety and supervision opportunities).
5. Comply with Anglicare NT's relevant OH&S risk assessments and safe work method statements
6. Observe and implement as appropriate all Anglicare NT determinations including Code of Conduct, EEO and OH&S
7. Ensure that all Anglicare NT business is adequately documented in all relevant systems in accordance with appropriate determinations, standards and procedures
8. Ensure that records adequately document business transactions and are made and kept in the Document Management System in compliance with Anglicare NT's standards and procedures for recordkeeping
9. Ensure information, including personal passwords for Anglicare NT's systems, is maintained in a secure manner with any security breaches reported immediately to the Chief Executive Officer
10. Enter and maintain time and attendance, leave and higher duty records in the time and attendance system in accordance with Anglicare NT's procedures and practices, within specified timeframes for each pay period
11. As necessary, enter occurrence reports (for accidents/incidents) and hazard reports into the OHS&W System in a timely manner in accordance with Anglicare NT's procedures and practices
12. Undertake maintenance and management of risk assessments and safe work method statements within the OHS&W System
13. Manage occurrence and hazard reports within the OHS&W system

No. of persons supervised – Nil

PERSON SPECIFICATION

Support Worker – Level 3 Disability role requires a pro-active, enthusiastic person who has outstanding skills. The ability to prioritise tasks and meet strict deadlines is a required critical skill.

Working with people with a disability is not a requirement for this position. Applicants are however required to demonstrate an understanding of the issues that people with a disability are likely to experience in participating as independent members of their community.

The person may be required to work rostered hours.

ESSENTIAL & DESIRABLE CRITERIA

Qualifications

- A certificate III in Disability Studies (or equivalent) is desirable for all applicants.

Experience, Skills and Knowledge

- Able to perform practical tasks in relation to the personal care and support of a person with a disability in their home including cooking, cleaning, laundry, gardening and shopping.
- Able to implement personal support plans that foster the independence and participation of a person with a disability in the life of their community.
- Ability to communicate effectively with people with a disability; members of their family, fellow staff members, other service providers and members of the community.
- Empathy for people with a disability as demonstrated through an awareness of the issues that prevent people with a disability from participating fully as independent members of their community.
- A commitment to the rights of people with a disability including their rights to participate fully in their community; to make choices for themselves and their privacy, dignity and confidentiality.
- Proven ability to work energetically, positively and productively as part of a team with initiative and minimal supervision.
- Demonstrated ability to work under general supervision using established work practices, procedures and instructions and to maintain high standards of personal conduct within the workforce.
- Demonstrated capacity to work effectively and positively within a consumer service environment.
- Demonstrable numeracy and literacy skills so as to maintain the documentation required for the role.
- Demonstrated commitment to follow procedures and to identify means of improvement.
- Knowledge of OHS&W issues and skills relevant to the position
- Capacity to work within the values of Anglicare NT

Licenses or Certificates

- Current Drivers Licence
- Current First Aid Certificate

DOCUMENT APPROVAL

After discussions with Coordinator – Community Care & Respite I agree that this Position Description and Person Specification is an accurate and fair description of my position.

Incumbent signature: _____

Incumbent name: _____ Date: _____