



63 Duke Street Gympie
Mailing Address: PO Box 172 Gympie Qld 4570
Ph: (07) 5482 2451 Fax: (07) 5482 2020

Taking Time to Care

Position Description

Position: Support Staff - Casual

Award: Disability Support Worker's Award - State

Classification: Level 2 Paypoint 1

Summary: Support Staff will work under the supervision of the Coordinator to provide direct support to people with a disability and their families / carer(s) according to individual / family needs.

Duties and Functions:

- Provide support to people with a disability in order to maintain and / or develop independent living skills which enhance individual / family lifestyles.
- Provide support to enhance the inclusion of people with a disability in community recreational, leisure and social activities.
- Provision of personal care and support to the person(s) with a disability, which may include bathing, dressing, grooming, toileting, mobility etc.
- Provision of assistance and support with light household duties such as washing, ironing, vacuuming, cleaning, shopping, preparation of meals, budgeting etc.
- Provide support, which from time to time the service user(s) may require / request or which have been negotiated by all parties i.e. support worker, service user and the Co-ordinator where necessary.

Characteristics of the Position Include:

- Exercise problem solving and organisational skills
- Demonstrate initiative and ability to work independently and/or as part of a team
- Ability to plan and organise work in consultation with service users and the Coordinator where necessary
- Demonstrate good communication and liaison skills
- Provide assistance and direction to less experienced staff where necessary
- Work within the operational guidelines and philosophy of the organisation and the Principles and Objectives of the Queensland Disability Services Act (1992).

Charter of Weeroona

In the way that others have captured the spirit and vision of meeting the individual needs of people with disabilities and their families, we are taking up the challenge to establish services which provide an atmosphere of hospitality and welcome.

In simple terms, the ideals are:

- to offer hospitality
- to give a warm welcome to all
- an acceptance of each person who comes our way
- a recognition of, and a valuing of, the gift that each person is
- to take the time to 'be with' each person, not just to 'do for' in order that the giver might also receive
- to respect and attempt to meet the individual needs of those involved in the 'Weeroona community'.

Staff will be people who listen, take notice and respond appropriately to parents and individuals sharing of information. They will share our ideals, be dedicated, capable but flexible and spontaneous. They will hold the attitude that all have the right to be happy and to be an individual. Patience and a good sense of humour will be essential. Weeroona recognises staff as an integral part of its services and therefore makes a commitment to treasure staff as individuals, realising and meeting their needs (e.g. feelings, work load, staff training and support).

Code of Ethics

All staff are required to conduct themselves at all times in a professional manner, maintaining standards of good conduct. The following are accepted ethical practices, which reflect the organisation's philosophy and values.

- Treating individuals/families with dignity and respect
- Respecting the rights of individuals and families
- Maintaining punctuality in providing a service
- Practicing good hygiene while providing a service
- Refraining from soliciting or accepting gifts or gratuities
- Refraining from smoking in an individuals' or family's home unless invited to do so
- Respecting peoples' personal property
- Refraining from divulging confidential information
- Practicing polite, sensitive and diplomatic communication with individuals/families and the public
- Maintaining a standard of dress in keeping with the status of the organisation and the role of staff members
- Practicing non-discriminatory behaviour and actions
- Refraining from any practices, either direct or implied, which may be construed as sexual harassment
- Referring all requests for statements from the media to the Manager
- Abiding by the stated policies and philosophy of the organisation



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Application Form for Support Staff

Taking Time to Care

Date: ___ / ___ / _____

Name:

Address:

Telephone: Home (____) _____ Other _____

D.O.B: ___ / ___ / _____

Do you have a reliable vehicle? YES / NO

Do you have a current driver's licence? YES / NO License No. : Class:

Do you have a Criminal History positive notice card? YES / NO Card No. :exp.....

Do you have an Apply First Aid Certificate? YES / NO

Do you have any existing or previous illness or injury that would affect work? YES / NO
(e.g. back injury – lifting; heart disease – stress)

If YES please comment:

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Please list your previous work experience: (last 5 years)

Employer	Year(s)	Comments
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Names, Addresses and Telephone numbers of three (3) work related referees:

Name	Address	Telephone
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Have you worked before with people with disabilities? YES / NO

What type of work did you do?

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Have you had experience in the following areas?

- Light housework / laundry / ironing / cooking YES / NO
 - Assistance with social recreation YES / NO
(e.g. dining out, playing sport, going to parks / beach)
 - Personal Care (e.g. showering, toileting) YES / NO
 - Other (please indicate)
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Are you available to provide Host Family care/support? YES / NO
(Providing care/support to a child/young person with a disability
within your own home/family environment eg. overnight or for a weekend)

Personal Interests:

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Please give a brief description of why you feel suitable for this position:

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Availability to Work: (Please indicate days and times including weekends/overnights)

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Preferred Amount of Hours: __ __ per week.

In an Emergency on-call basis, how much notice would you require to start work?

Hours: __ __ Days: __ __

PLEASE PROVIDE A WRITTEN ANSWER TO THE FOLLOWING QUESTIONS:

What strategies would you use to assist a person to build relationships/friendships with others in the community?

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What strategies do you feel would be appropriate for a person who has challenging behaviours?

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How did you hear about support work and Weeroona?

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Please attach a copy of references, a resume and any other relevant information to this application.