

## POSITION DESCRIPTION

<b>Position Title / Classification:</b>	Mobile Senior Support Worker
<b>Section:</b>	Direct Services
<b>Award:</b>	ALARA QLD Limited Enterprise Agreement 2015 – Level 3
<b>Status:</b>	Permanent Part time – 60 hrs/fortnight
<b>Location:</b>	8 Warwick Rd Ipswich
<b>Date Prepared:</b>	08 February 2017
<b>Position Reports To:</b>	Rosters Coordinator

### Our Vision

At ALARA, our vision is that ALARA will provide a high quality flexible and responsive support service that enables people with a disability to be valued members of our community. For example, in the Ipswich and West Moreton region, we provide services such as:

- In-home (domestic and personal care) support
- In-home and centre based respite care
- Community access and inclusion
- Post-school services
- Accommodation support
- Information and Advocacy
- Social and recreational activities

### The Organisation

ALARA QLD Limited is a non-denominational disability service provider, originally established as Respite Care Services (Ipswich) Inc in 1991. In 2000, the organisation underwent a name change to ALARA Association Inc. to better reflect its services and in 2013 became ALARA QLD Limited, a company limited by guarantee.

ALARA means:

## Access

Lifestyle Support

Accommodation Support

Respite and

Activities

It is a not-for-profit provider of community and support services that are individualised and responsive to the needs of people with a disability, their carers and families. Services are provided in the Ipswich, Somerset and Lockyer Council areas.

ALARA provides direct personal care, community access and a range of programs and activities to suit over 600 individual clients. There are 32 staff in management, administration, service co-ordination and facilitation approximately 120 support worker staff and a number of volunteers.

ALARA Association's annual budget is in excess of \$6m dollars. Funding is received from the Queensland Government Department of Communities, Child Safety and Disability Services, through the Disability Services and Community Care branches and from the Federal Department of Health and Aging.

## ALARA'S Values

ALARA services are provided in a way that is consistent with the following values:

### Value 1: Client Focused

We will be **Client Focused** and aim to meet individual needs.

### Value 2: Responsive

We will be **Responsive** and flexible within our resource limitations.

### Value 3: Partners

We will be **Partners** with our clients, carers, families, staff, volunteers, members, the community and funding bodies.

### Value 4: Respect

We will operate with **Respect**, dignity, confidentiality, accountability, equity and honesty with transparent and open communication.

### Value 5: Excellence

We will strive for **Excellence** through learning, innovation, creativity and change.

## **ALARA'S Services**

ALARA provide a range of services for people with a disability and their carers, including:

### **In-home Support**

ALARA provides a range of services for clients to assist them to be as independent as possible in their own home. This can include personal care support and assistance with cooking and cleaning.

### **In-home Respite**

ALARA provides in-home support to clients to enable their primary carers (parents, family members) to have a break from their caring role.

### **Community Access**

Clients are provided opportunities to develop skills and to participate in the life of the community.

### **Information and Advocacy**

Clients are involved in the planning of their own support and given information regarding other services in the community which they can access to meet their needs. Where appropriate, they are encouraged to access services which can speak and act on their behalf to ensure their needs are addressed.

### **Social and Recreational Activities**

ALARA's Activities Program includes sporting, mixed social activities, school holiday programs and holiday retreats.

### **Older Carers Initiative**

ALARA manages funding for Disability Services' Older Carers Initiative and works in collaboration with other disability agencies in the West Moreton Region, to provide a range of customised respite services to primary carers who are over 65 years of age to assist them to maintain their caring role.

### **Individual Funding Packages**

ALARA assists people with a disability and their carers in receipt of Individual Funding Packages from Disability Services Queensland. These packages are customised to meet the individual's needs.

### **Centre-Based Services**

ALARA has centre-based services located in Ipswich, Esk and Laidley. The centres offer a range of life skills development and leisure programs.

## Community Awareness

ALARA strives to educate the community and make them more aware of, and more responsive to, the needs of people with disabilities.

## Information

ALARA operates an Intake service to provide information regarding services and assistance for our clients, their families and carers.

## Position Specification

### 1.1 Position purpose:

- To provide emergency or backup shift coverage in a designated area and to provide on the job support, training and assistance for designated support workers. This position facilitates support to people with a disability within their own home or in community locations. The person may have high personal care requirements or other special needs.

### 1.2 Key Responsibilities:

Under the general direction of the Rosters Coordinator:

- To ensure seamless continuity of service delivery for people with a disability and families supported by the ALARA QLD Limited.
- To provide local leadership to the service support team and training and mentoring support for the new or relieving staff.
- To ensure the day to day provision of personal care support for people with a disability as required. This may include assistance with meals and maintenance of personal comfort and hygiene.
- To ensure that client related reporting and administrative activities essential to the operation of the service are carried out in a timely manner.
- To work collaboratively with the Rosters Coordinator and relevant Client Service Coordinators to identify opportunities to the effective and flexible use of human, financial and physical resources.
- To provide timely feedback to the relevant Coordinator regarding any issues or concerns (client, staff, workplace, health & safety, duty of care etc.).

### 1.3 Supplementary Responsibilities:

- To proactively contribute to identifying own training and development needs and to maintain up to date knowledge, skills and abilities .
- To participate in mandatory training and ongoing staff development opportunities.
- To work under direction while adhering to ALARA's policies, procedures, guidelines and instructions.
- To contribute effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- To contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- To contribute effectively to the achievement of continuous improvement and the organisations vision and key outcome areas.

## Key Selection Criteria

### 2.1 Qualifications

- Minimum Certificate III in Disability Studies or equivalent (Cert IV desirable)
- Certificate IV in Workplace Training and Assessment or willingness to complete this qualification

### 2.2 Key Selection Criteria

- Sound experience in the provision of support services for people with a disability including personal care support (refer ALARA Enterprise Agreement 2012)
- Flexible availability including mornings, evenings and one weekend per pay cycle
- Ability to provide local leadership and support to the local support worker team
- Ability to provide on the job training and mentoring to new and relieving support staff
- Effective organisational, time management, administrative and task prioritisation skills
- Ability to work semi autonomously and prioritise work within established policies, guidelines and procedures
- Well developed interpersonal and communication skills, including sound written communication skills
- Demonstrated knowledge of contemporary human resources practices and concepts and workplace health and safety legislation and requirements
- Demonstrated basic computer skills including Microsoft Office applications

### 2.3 Other Requirements

- Current Open "C" Class Drivers Licence
- Current Senior First Aid Certificate
- Eligibility to meet the requirements of a Positive Notice Blue Card for Child Related Employment and a Disability Services Queensland Positive Notice Card Criminal History Check
- Commitment to the philosophy and objectives of the Queensland Disability Services Act and the Disability Service Standards
- Good driving record and willingness to undertake a Department of Transport Driver History Check