



JOB DESCRIPTION

POSITION TITLE: COMMUNITY TEAM SUPPORT WORKER

LOCATION: 284 Pine Mountain Road
Mt Gravatt East 4122
OR
1935 Gympie Road
Bald Hills 4036

DATE OF LAST REVIEW September 2008

NEXT REVIEW DATE: September 2010

PURPOSE OF POSITION:

The role of the Support Worker is to assist families and children in the community with individual support programs.

POSITION ENVIRONMENT

Xavier Children's Support Network is designed to assist families who have children between the ages of 0 & 16 years, with high support needs arising from a combination of physical, sensory and intellectual disabilities. Xavier's major funding source is from Disabilities Services Queensland (DSQ), which allows Xavier to provide supports to families. Support workers provide in-home support to families by caring for their children in the family home and may also provide out of home respite in the community.

REPORTING / ORGANISATIONAL RELATIONSHIPS:

Support Workers are accountable to the Coordinator Community Team and liaise regularly with Keyworkers, RNs, therapists, managers and other staff as required.

CONDITIONS OF EMPLOYMENT:

A Support Worker will be employed under the employment conditions specified under the Xavier Children's Support Network Employee Collective Agreement 2009.

KEY DUTIES:

- Provide support to children and their families and be responsible for personal care/safety needs of children left in your care.
- Participate in the development, implementation and monitoring of care plans.
- Maintain case notes and ensure completion of necessary forms and documents.
- Pass on any relevant information to the Coordinator, Keyworkers, Registered Nurses or Therapists in accordance with privacy and confidentiality considerations.
- Communicate and interact with children, their families, community agencies and staff as necessary.
- Participate in staff training sessions and meetings.
- Maintain your knowledge of practices and procedures in your work area and ensure your skill level is sufficient to perform your role.

- Uphold and enhance the philosophy and policies of Xavier Children's Support Network and practice and maintain health and safety in the workplace.
- Demonstrate a positive attitude towards families and children by working to a professional standard with families and acknowledging the perimeters of personal involvement.
- Able to work with families and staff from culturally diverse backgrounds and disciplines.

SELECTION CRITERIA

1. Demonstrated interest in providing support to children with disabilities and their families.
2. Knowledge of child development/ behaviour and the ability to learn the medical, emotional, physical and behavioural needs of children with disabilities.
3. Ability to provide personal care of a child, for example bathing, suctioning, giving medication, feeding, changing, playing, transporting etc. in accordance with training provided to staff and Xavier's policies, procedures and code of conduct.
4. Ability to communicate effectively using verbal skills that reflect a caring and professional attitude. Effective written skills that allows for the recording of case notes and the understanding of documentation.
5. Ability to work both individually, and with others as required, using appropriate planning, organising and liaising skills and exercising mature judgement in difficult situations.
6. Knowledge of, or the ability to gain knowledge of disability, workplace health and safety, privacy and other important legislation that has implications for a support worker in their daily role.

QUALIFICATIONS

- Current manual driver's licence
- Current Senior First Aid Certificate (mandatory)
- Certificate III in Disability Work or similar, or a willingness to complete with support from Xavier.

ADDITIONAL FACTORS

Current Suitability (blue card) issued by the Commission for Children and Young People and DSQ Criminal History Screening or application to obtain same.

Smoking

Xavier Children's Support Network enforces a policy that prohibits smoking in Xavier offices. Smoking is only permitted in designated locations during scheduled breaks.

APPLICATIONS FOR THIS POSITION

- Please ensure that you submit a complete application comprising of
 - (1) A resume detailing your skills and work experiences and major responsibilities.
 - (2) Statement which addresses the selection criteria
- Lodge your application by 5pm on the closing date.
- Applications for Southside Support Worker can be posted or hand delivered to:
The Coordinator Community Team
Xavier Children's Support Network
284 Pine Mountain Road
MT GRAVATT QLD 4122
- Applications for Northside Support Worker can be posted or hand delivered to:
The Coordinator Community Team
Xavier Children's Support Network
1935 Gympie Road
BALD HILLS QLD 4036

Applicants for the position who are shortlisted, will be subject to a Referee check, and Selection Interview and will be required to complete a Vocational Health Assessment Questionnaire relevant to the demands of the position.

APPROVED BY: _____ **DATE:** / /