



POSITION DESCRIPTION

DAY SUPPORT WORKER

AWARD: Social, Community, Home Care and Disability Services Industry Award, 2010

RESPONSIBLE TO: General Manager, NOSS

GENERAL:

- NOSS support workers are to adhere to the NOSS Mission Statement and comply with the goals of the Service in the provision of quality day support to adults with a disability.
- NOSS support workers are to present themselves as positive role models in terms of dress, language and behaviour.

PRIMARY DUTIES AND TASKS

1. Provide support to clients in social, recreational, educational and/or other preferred activities.
2. Support the inclusion of clients into their community through access to services of their choice.
3. Assist in the identification, documentation and assessment of clients' needs.
4. Ensure the care and well being of clients and promote opportunities and options which will enhance their quality of life.
5. Assist in the implementation of client's individual programs and strategies.
6. Maintain effective communication and positive relationships with relevant stakeholders.
7. Administer prescribed medication in accordance with established policies and procedures.
8. Provide transport for clients.
9. Attend Staff Meetings and Supervisory Sessions as required.
10. Participate in staff development and training activities as required.
11. Assist in the maintenance and regular updating of activity sheets and prepare reports as required.
12. Record and be accountable for clients' day support expenses.
13. Maintain effective verbal and non-verbal communication skills.
14. Maintain confidentiality in accordance with the NOSS Privacy Policy.
15. Ensure work practices comply with NOSS occupational health and safety policies and procedures.
16. At all times work according to NOSS standards, policies and guidelines and Orientation Manual.

I have read and accept the duties contained in this job description:

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SELECTION CRITERIA

DAY SUPPORT WORKER

1. Awareness of the rights and needs of people with a disability;
2. Ability to undertake assessments of participants' strengths and needs;
3. Good written and verbal communication skills;
4. Ability to use initiative, set priorities and work with minimal supervision;
5. Ability to communicate, with people with a disability who are verbal and non-verbal;
6. Experience working with people with a disability.
7. A manual driving licence;