**OVAHS JOB DESCRIPTION**

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| **General Details** |
| **Position Title**: Disability Support Worker |
| **Area/Unit**: Health & Wellbeing Program – Information Linkages Capacity Building |
| **Line Manager**: SEWB & Disability Services Manager |
| **Award: ACCHS** |
| **Employment Type: Full Time** |
| **Position Overview** |
| * The primary role of a support worker is to work in partnership with individuals who have a disability and identify as male (and where appropriate their families and carers) to implement, review and refine agreed strategies to support the person to achieve the goals identified in their support plan. * To work as part of the OVAHS team in providing a quality and patient focused health care. * Ensure the focus of care is on the needs of Aboriginal patients within the context of their cultural identity, family and social circumstances.   **Please note:** Due to the nature of the Disability Support Worker role, applicants must be male as a genuine occupational qualification in accordance with section 27 of the Equal Opportunity Act (1984).  **Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.** |
| **Key selection criteria** |
| **Essential**:   * Experience supporting people with a disability or demonstrated values commensurate with OVAHS and a willingness to commit to training and skill development. * Demonstration of working as a team member, taking leadership roles where required and following when a team effort is required * Demonstrated effective communication skills, either written, verbal or signing. * Commitment to supporting people to achieve goals and be empowered to have greater quality of life, choice and control * Willingness to work in a diverse range of settings including but not limited to a person’s home, the community and other service settings.   **Desirable**:   * Certificate 3 or higher in any relevant community services certificate |
| **Legal Compliance** |
| * To hold a National Police Clearance (current) * To hold WA Working with Children Check * To hold a current WA driver’s license * To hold a NDIS Worker Screening Check |
| **Position Duty Statement** |
| * The support worker attends and actively participates in team and organisation meetings and training events. * The support worker meets all reporting and hand over requirements as directed by the individual they support and or their family and carers where appropriate and their Coordinator or other Senior Staff. * The support worker has knowledge of and follows OVAHS policies and procedures for service delivery, administration, risk management and governance * The support worker caries out other tasks designated by their manager that ensure policy, procedure, reporting or service delivery is maintained to a high standard * The support worker acts and communicates in a manner that promotes the person with a disability in a positive way and maintains their dignity at all times. * The support worker acts and communicates in a way that positively promotes OVAHS within the community. |
| **All Staff Duty Statement** |
| **General Duties**   * Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee. * Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community. * Participate in professional development activities and supervision as required. * Undertake specific after hours’ work, including attendance at training as required. * Attend internal and external meetings as requested. * Undertake relevant and appropriate multi-functional duties. * Report relevant clinical cases or issues to line manager which may have possible legal implications. * At all times maintain a professional relationship with patients, other employees and visitors to OVAHS. * Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients. * Perform other duties as directed by Senior Management.   **Governance: Organisational Safety and Quality Requirements**   * Participates in the maintenance of a safe work environment and recognises acts on risks. * Participates in an annual performance development review. * Supports the delivery of safe and effective patient care and the consumers’ experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP 5th edition standards and the delegations on the Quality Management System (QMS). * Completes mandatory training (including safety and quality training) as relevant to role. * Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and area / program specific policies and procedures. * Abides by the OVAHS Code of Conduct, National Health Practitioners Boards’ Codes and Guidelines, Occupational Safety and Health Legislation,   Disability Services Act, Road Traffic Act and the Equal Opportunity Act.    **Governance: Cultural Safety and Quality Requirements**   * Participate in cultural safety and competence training and staff development. * Respect and abide by the direction of Aboriginal employees in matters related to cultural safety. * Support language access and communication. * Forward grievances and complaints to allocated Senior Aboriginal employee. * Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement   in culturally safe services.  **Administrative Duties**   * Maintain statistics, administrative records and client documents as per OVAHS policies and procedures. * Produce report for OVAHS and funding bodies as required. * Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles and phones. * Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested. |
| **NOTE:** This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated between both parties to meet the ongoing needs of the organisation. |
| **Certification** |
| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.  As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.  Name:  Position:  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_**  Name: Sharon Benning  Position: Chief Executive Officer  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_** |