



**Position Title:** Direct Support Professional – Defined Programs/ Daily Living  
**Reports To:** Team Leader  
**Last Reviewed:** February 2022

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## Introduction

Community Living & Respite Services (CLRS) is a not-for-profit organisation based in Echuca providing support services for people with disability, the aged and their families.

## Our Vision

Our vision is to empower individuals and families to live the life they choose in a community enriched by the inclusion of all.

## Core Values

Respect	We value and celebrate individuality
Flexibility	We provide innovative and responsive services to meet individual needs
Accountability	We are professional, ethical, honest and responsible
Collaboration	We partner, connect and coordinate in support of our services, organisation and community

## Purpose of Position

This position is responsible for providing services to clients accessing community based or in home services. Support services may include personal care, implementation of daily living programs; assistance with and administration of medication, community access support, leisure and recreation activities and household assistance.

This position requires an understanding of the nature of risk, such as H&S and client risks, and the importance of complying with service standards and ensuring a service of the highest possible quality.

## Key Areas of Responsibilities

- Provide appropriate active support to clients in areas including personal care, health and wellbeing, accessing the community, and learning independent living skills.
- Empower and encourage clients to participate in decision making
- Promote an environment to ensure the right to dignity, respect, privacy and confidentiality is maintained
- Use creativity and innovation in exploring activities
- Follow specific communication methods to interact with people with disability
- Ensure that clients are supported to develop and implement their individual plans and goals
- Provide positive role modelling in developing and maintaining relationships, conflict resolution, goal setting and task completion
- Encourage clients to achieve personal goals
- Develop and maintain positive relationships with external stakeholders including Government departments, Community based organisations and other disability service providers, health practitioners, community visitors and external auditors.
- Maintain positive relationships with client's family and friends.
- Ensure the organisation's policies, procedures and standards are adhered to
- Attend staff and client meetings as requested



- Undertake alternate duties at the request of the Team Leader where a shift is cancelled at very short notice (either immediately or at a later time as arranged)
- Report to Team Leader any issues affecting the wellbeing of the client/family, including any incidents which must be recorded using the *Hazard Staff Form* in a timely manner
- Complete accurate timesheets using computer based rostering system by 10am on pay days
- Complete all mandatory training including online training within specified timeframes

### Key Selection Criteria

- Formal qualifications in the disability field (eg Certificate III Individual Support) or a commitment to undertaking training at a later date
- Previous experience or strong interest in the disability field
- Ability to ensure compliance with legislation, standards and policy and procedures
- Capacity to work flexible hours – including weekends
- Basic computer skills
- Understanding of respect for cultural and religious rights and beliefs
- Understanding of relevant disability services legislation and standards (e.g Disability Act / NDIS Act))

### Other Mandatory Requirements

- Current NSW or Victorian Driver's licence (and access to reliable vehicle)
- Level Two First Aid
- NDIS Worker Orientation Module (<https://training.ndiscommission.gov.au/>)
- Access to an electronic device and internet e.g smart phone/ i pad

### Employment Safety Screening

Applicants shortlisted will undergo the relevant employment safety screening prior to receiving an offer of employment, including:

- NDIS Worker Screening Check
- Working With Children – may be required dependant on funding/ area
- Referee Checks (minimum of 2 references from current and previous employers)

### Promotion of Organisation

The DSP must at all times promote the organisation in a positive manner, and are encouraged to support functions that raise the awareness of the organisation in the community.

### Employment Conditions

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. **This position is classified as Level 2 of the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010.**

All employees have the option to salary package which may increase take home pay. CLRS is a registered Public Benevolent Institution (PBI) that provides salary benefits to employees. For more information visit <https://www.salary.com.au/>

All offers of employment are subject to:

- pre-employment safety screening prior to commencement



# Position Description

- 6 months probationary period. A Professional Development Review will be undertaken after three months of employment, and annually thereafter.

All staff are required to:

- Agree to a break of not less than 10 hours between the end of one shift or period of work and the start of another.
- Agree to work a maximum of 10 hours per shift.
- Be available to work mornings, afternoons, weekends, and public holidays.
- Demonstrate a high level of professionalism, and work with the NDIS Code of Conduct.
- Maintain confidentiality, at all times and under all circumstances, both during and after employment with Community Living & Respite Services, all details of CLRS affairs, and all client and staff details.
- Complete all mandatory training and compliance within specified timeframes.

## **ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and Fair Work Information Statement, and confirm I have read and understand its contents.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date