

SUPPORT WORKER

SCHEDULE B

POSITION DESCRIPTION:

Title:

Disability Support Worker/Teen Time

Classification:

In accordance with COBS Enterprise Agreement 2004 to 2007.

Responsible to:

Coordinator specialist supports
Team Leader, Client Services and Supports

Responsible for:

Direct support to clients accessing COBS Teen time Programs.

POSITION ROLE:

This position will provide the effective delivery of activities delivered by COBS Teen Time programs.

POSITION OBJECTIVE:

To ensure the support, development and maximised inclusion of individual clients as valued members of the community while enacting COBS vision, mission, values and strategic priorities.

POSITION RESPONSIBILITIES:

Working with the Team Leader, Client Services and Supports and Coordinator Specialist Supports this position provides:

- dynamic and flexible support services to students attending COBS Teen-Time programs
- Support to Student, family, carers and DHS NSW as appropriate
- client empowerment and genuine community inclusion
- Support in the ongoing development and growth of individual Students toward achieving their full potential
- a healthy and safe environment for all Students.
- quality reporting, recording and review systems while ensuring client confidentiality at all times
- input to service, programs and organisational planning and ongoing development.

INTERNAL LIAISON:

Establish and maintain good working relationships with COBS Teen-Time students, all other COBS employees, Team Leader, Client Services and Supports, Planners/Coordinator Specialist Supports, Administration Manager and Chief Executive Officer.

Seek to resolve issues and concerns or operational issues at the point of concern.

Keep management informed of external trends, issues and proceedings related to individual role and responsibilities that are relevant to organisational and COBS program areas.

EXTERNAL LIAISON:

As a 'Support Worker' working with the Team Leader, Client Services and Supports and Planners/Coordinator Specialist Supports develop and maintain contacts with designated employees, relevant parents, families, primary carers as appropriate.

The maintenance and further development of existing links with other community service agencies in the local area in seeking to enhance opportunities for COBS and those accessing COBS.

POSITION SUPPORT:

The position will be supported through:

- open door access to the Coordinator Specialist Supports
- open door access to the Team Leader Client Services and Supports
- access to the Chief Executive Officer
- access to the Administration Manager
- regular staff meetings
- annual performance review process
- professional development opportunities

KEY POSITION AND SELECTION CRITERIA***Essential to this position are:***

- relevant qualifications and/or significant experience in the provision of disability or related services;
- demonstrated understanding of Disability Legislation and Service Standards;
- demonstrated ability to develop and implement individual program/activity plans;
- excellent communication skills and a high level of inter-personal skills;
- demonstrated ability to work and function as an effective team member;
- demonstrated capacity to creatively challenge accepted practice;
- a high level of attention to detail and accuracy can be demonstrated;
- possess the level of computer skills requisite to this position.

Mandatory conditions of application:

SUPPORT WORKER

- curriculum vitae beginning with most current employment particulars and statement of relevant professional experience and training;
- two current referees;
- current driver's licence (verification required).

Mandatory conditions on appointment:

- provision of certified transcripts of academic record;
- if not previously qualified a commitment to obtain Certificate IV in Disability Work qualification;
- satisfactory police records check;
- satisfactory Working with Children check;
- Certificate II in First Aid (or willingness to obtain qualification)

Experience that will be highly regarded:

- Ability to develop and implement quality programs for teenagers with a disability
- client focused service delivery; and
- disability and attendant care support.

Other areas of importance that will be considered in assessment and referee checks:

- personal presentation;
- work attitude and performance;
- workplace manner;
- work relationships with peers;
- work relationships with subordinates;
- work relationships with senior management;
- problem solving and conflict resolution skills;
- decision making skills;
- personal initiative; and
- suitability to position.

VEHICLE:

Organisational vehicles are allocated for specific programs, otherwise use of own vehicle is required to travel to and from programs.