

SWDS 1**DISABILITY SUPPORT WORKER DUTY STATEMENT****Purpose of the Position:**

Support workers will work directly with clients (people with disabilities) and in conjunction with Client Service Coordinator (CSC), ensuring the most effective care and support provided to clients of the services delivered by Lifeskills Plus Inc.

Accountability:

Support Worker will be under direct supervision of CSC; and under general supervision of CEO.

Duties:**Service Provision**

- Promote the dignity, independence and rights of each client as per Disability Service Standards (Ndis Commission Practice standards).
- Ensure confidentiality of client information.
- Support actively all software platforms provided by LSP: Especially, start and end of shifts, recording notes/incidents/behaviours, medication, alerts and updates as required.
- Keep up to date with information regarding individual client care –
 - best practice,
 - client risk profiles,
 - health care and epilepsy plans,
 - Person Centre Plan (PCP) goals and related individual programs,
 - behavior management programs and
 - other documentation as requested.

Support clients to develop their individual goals as per their PCP. Goals may relate to personal and/or living skills, work experience, community and social relationships and recreation/ sporting skills

- Plan implement and document activities (utilizing where possible programs designed and provided by Lifeskills Plus Inc.) for rostered sessions which encourage skills development and independence wherever possible. Use of the goal planning boards for each service session is paramount to recording evidence of activity with clients achieving their task/goal for the session. Photo of the planning board included in each client meeting notes/reports.
- Follow and implement Procedures of reports such as Behaviours reports, Communication reports, Physiotherapy reports, Occupational Therapy reports.
- Undertake key worker duties as required
- Undertake personal care tasks as required
- Transport clients as required
- Provide feedback on programs and rosters to programmer and coordinator.
- Understand and follow protocol in relation to providing/receiving information with clients and their families/other services.
- Complete client notes, behavior charts, client incident reports and any documentation requested by coordinator or manager in a timely manner

Work Health and Safety:

- Acknowledge the current WH&S officer in place at LSP. Meeting, email and phone used to communicate all areas of risks on for LSP activities, assets, personnel, clients and others.
- Read, understand and comply with Lifeskills Plus Inc. WH&S related policies and procedures
- Undertake all work-related activities in a safe and proactive WH&S manner
- Actively participate in consultation regarding safety in the workplace
- Report any incidents, near misses, faulty equipment or potential WH&S concerns.
- Read and contribute to the Toolbox talks communication.

General

- All other tasks as directed
- Understand and utilize where appropriate Lifeskills Plus Inc. Staff Grievance Procedures.
- Attend support and supervision, staff meetings and staff training as directed.
- Support learning and implementation of new software platforms required by LSP
- Provide service as per the Disability Support worker job description.
- All work delivered, designed and implemented is the sole property of Lifeskills Plus in its entirety. Works in all mediums are protected/covered, requiring permission by Lifeskills Plus CEO to be shared externally to Lifeskills Plus.