



# POSITION DESCRIPTION

## Active Support Assistant (General)

**Division:** Disability

**Reporting to:** Team Leader

**Employment:** Casual

**Remuneration Package Range:** \$xx- \$xx per annum inclusive of all benefits and superannuation.

### Primary Objectives

**The Organisation:**

Sunraysia Residential Services Inc. (SRS) is a not-for-profit community organisation providing aged care and disability support for over 45 years. Our core services are to provide supports in-home, assistance with accessing the community, capacity building day programs and providing award winning accommodation for a short or long-term basis.

**The Role:**

The Active Support Assistant role is pivotal to the effective and efficient delivery of SRS' direct care services, providing a service which is responsive and adaptable to the needs of the client and their families whilst supporting them to achieve their goals, aspirations and lifestyle.

**Position Purpose:**

The Active Support Assistant is responsible for the provision of person and family centred supports that empower the elderly and people with disability to achieve their full potential and live the life they choose.

### Key Selection Criteria

1. A commitment to empowering people with a disability to achieve maximum independence and inclusion in the community.
2. Demonstrate an understanding of the strategies for strengthening the cultural competency of the service and increasing access to the service for CALD, Aboriginal and Torres Strait Islander people.
3. Skills and experience in promotion of community inclusion.
4. Experience working in a community based setting, or working within the human service sector.



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	<ol style="list-style-type: none"><li>5. Values and behaviours which demonstrate and promote dignity and respect for people with disabilities and their carers.</li><li>6. The ability to act as a professional representative of SRS and a positive role model for our consumers.</li><li>7. Ability to work split, short and night shifts.</li></ol>
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Specific Accountabilities	<p><b><u>Responsibilities</u></b></p> <p>The Active Support Assistant's core responsibility is to provide active support to the elderly and people with disabilities. Duties include, but not limited to:</p> <p><b><u>Direct Care</u></b></p> <ul style="list-style-type: none"><li>• Provide active support in a community, respite, in home (SDA) and day program setting;</li><li>• Support and encourage individual consumers to achieve and develop skills in all areas of their life;</li><li>• Support access to social and leisure activities of their choice within the community;</li><li>• Advocate, where appropriate on behalf of the consumer where they feel unsure or unable to do so for themselves;</li><li>• Assist with tasks necessary to maintain a healthy and safe living environment inside and where appropriate, outside of the service environment;</li><li>• Follow rosters according to client services allocated;</li><li>• Assist clients to implement and achieve their NDIS and life goals. Reference these strategies in client communication logs and share the positive outcomes on SRS' internal Yammer;</li><li>• To follow the clients Working Well With... Plan which is individualised to suit their needs and to deliver a safe and person-centred service;</li><li>• To attend and participate in staff training sessions, team meetings and continuous improvement activities as appropriate;</li><li>• To observe client health and wellbeing and report any changes to your direct report;</li><li>• Create a positive working environment for the consumers and staff;</li><li>• Support clients and their families to provide and submit feedback;</li><li>• Promote SRS's services positively;</li></ul>
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- Provide feedback for annual self-assessment and quality improvement plans;
- Comply with all SRS policies and procedures.

## **Personal Care**

Assist participants with their personal hygiene and related tasks.

Duties may include, but not limited to, assistance with the following:

- dressing and undressing;
- bathing, showering, including hair washing, shaving grooming etc.;
- toileting;
- meal preparation, including assistance with eating/drinking;
- mobility assistance;
- fitting of aids and appliances.

## **Active Support in Specialist Disability Accommodation/Shared Living**

Assist participants to maintain a safe, secure and hygienic environment. Duties may include, but not limited to, assistance with the following:

- Vacuuming, sweeping and mopping floors;
- cleaning “wet areas” such as bathrooms, toilet and laundry;
- wiping over benches, cupboards, fridges and stoves;
- washing and ironing, changing bed linen and/or making beds;
- emptying vacuum cleaners and rubbish bins;
- cleaning and maintaining the outdoor areas;
- assistance with shopping;
- assistance with meal preparation;
- Report all hazards, risks or occupational health and safety issues including general maintenance in and around SRS owned properties.

## **Physical Requirements**

This position requires the incumbent to be able to undertake tasks that may involve light lifting, bending, kneeling, squatting, prolonged standing, handling a variety of equipment and driving a vehicle.

## **Occupational Health and Safety**

- Not wilfully place at risk the health or safety of any person in the workplace;
- Work in a safe manner and adhere to all safe working procedures and practices;



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	<ul style="list-style-type: none"><li>• Encouraging others to work in a safe manner;</li><li>• Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&amp;S information;</li><li>• Report all workplace hazards, injuries or incidents and all general maintenance in and around the property via the incident reporting system within reasonable and practical timeframe;</li><li>• Responsible for the correct use and maintenance of all electronics and equipment;</li><li>• Ensure required maintenance and repair works are promptly reported;</li><li>• Participate in OH&amp;S training and activities where required, in a positive manner.</li></ul> <p><b><u>Accountability and extent of authority</u></b></p> <p><b>Accountability</b></p> <ul style="list-style-type: none"><li>• Confidentiality to be observed at all times;</li><li>• Professional behaviours, tactfulness and courtesy to be exercised;</li><li>• Liaise with Line Manager on matters that will impact on direct care services.</li></ul> <p><b>Limit of authority</b></p> <p>The employee does not have the authority to:</p> <ul style="list-style-type: none"><li>• Carry out tasks without the necessary skills or competence</li><li>• Undertake a task, which poses a threat to the rights, health or safety of the organisation or the participants.</li></ul>
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Conditions of Employment	<p><b><u>Qualification/Experience</u></b></p> <ul style="list-style-type: none"><li>• Cert III in Individual Support in Aged Care or Disability or be prepared to commit to undertake training throughout your employment in order to complete this qualification.</li></ul> <p><b><u>Employment Conditions</u></b></p> <p>The terms and conditions of employment at SRS are in accordance with the Employment Agreement and SRS policies and procedures.</p> <ul style="list-style-type: none"><li>• <b>Probationary Period</b> - The first three (3) months of your employment is a probationary period. A Qualifying Period of six (6) months applies to your employment. After the 3-month</li></ul>
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probationary period is completed, one weeks' notice is required by either party upon termination in the final 3 months of the qualifying period.

- **Victorian Working with Children Check** – All appointments are subject to a clear Working with Children Check. The appointee is required to provide details of the Working with Children Check to Human Resources.
- **NDIS Worker Screening Clearance** (if engaging in a Risk Assessed Role) – NDIS Worker Screening clearance includes Police Record Check,
- **Police Record Check** – ONLY if NDIS Worker Screening Check is not needed for the role.
- **Disqualified Carer Checks - Victoria Carer Register** (ONLY for staff who are supporting Children UNDER 18 YEARS funded through DFFH – Victoria),
- **Current Driver's License,**
- **Two (2) Professional References,**
- **First Aid Certificate,**
- **Notification of COVID 19 vaccination status,**
- **Occupational Health & Safety** – To adhere to SRS OH&S policies, procedures and guidelines at all times.
- **Smoke free environment** – All SRS sites/properties are a smoke free environment. If you smoke you must organise unpaid breaks and adhere to the SRS policy.
- **Qualifications** - The successful applicant will be required to substantiate formal qualifications.
- **Remuneration** - is according to an Individual Contract with Salary Packaging included.
- **Training** - All employees are required to undertake training as deemed by Managers that is appropriate to their position, responsibilities and needs,
- **Fundraising** – Fundraising is an integral function at SRS. All staff is required to assist and be actively involved in volunteer events and functions and lead by example at all times,
- **Hours and Place of Employment** - Making appointments with participants and their representatives to suit their individual needs will require flexibility in working hours and locations. It is recommended that meetings are conducted at a location agreed by both parties. Hours include office based administration hours and direct contact hours in the field



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providing supervision, mentoring and training plus meeting and greeting families and the people we support.