
Application for Employment

The information contained in this form is confidential and details will not be shared with any person without consent

Position Applied For: _____

Full Name: _____

Address: _____

Contact Phone Numbers: M: _____ H: _____

Email Address: _____

Driver Licence # and expiry date: _____

First Aid cert: Yes No

Previous Employment

Organisation Name: _____

Commence date – Finish date: _____

Position Title: _____

Reason for Leaving: _____

Organisation Name: _____

Commence date Finish date: _____

Position Title: _____

Reason for Leaving: _____

Do you have any illness, injury or disability which might affect your ability to carry out the responsibilities outlines in the job description? Yes No If yes, please provide details:

Referees: Please provide contact details for two most recent workplace supervisors over the last two years:-

Referee 1:

Name and phone: _____

Referee 2:

Name and phone: _____

Statement of Awareness

I understand that a probationary period applies to this position.

I understand that any false or misleading information deliberately provided in this application can render my employment, if I am appointed, liable to termination.

I declare that all of the information provided by me in this application is true and correct.

Signature: _____ Date: _____

For your Application for Employment to be considered, you MUST attach a completed 'Statement Addressing Selection Criteria' and current resume.

Please forward the completed documents to

**Dundaloo Support Services
83 Wingham Road, Taree 2430, or
2/26 Little Street, Forster 2428
or email to**

admin@dundaloo.org.au

Celebrating Diversity, Embracing Inclusion & Upholding Integrity**Position Description**

Title: Community Services Worker
Award: Modern SAC'S transitioning (NAPSA Grade 2)
Hours: Full Time/ Permanent Part-time/Casual
Reports to: Coordinator
Responsible to: CEO

Position Summary

To provide professional support that emphasises dignity and respect while promoting the individual needs, wants and aspirations of the Dundaloo Support Services (DSS) participants.

Reporting Responsibility

The position is supervised by the Coordinator; is accountable to the Manager and is responsible to the CEO.

Qualifications and Relevant Experience

- Previous experience in supporting people with an intellectual disability or working in the Human Services field is desirable.
- Qualifications in Disability of Human Services desirable.

Special Conditions

- Current NSW Drivers Licence
- Current Senior First Aid Certificate (must be secured within 2 months)
- Completion of a satisfactory police check
- Capacity to participate in a twenty four hour/seven day week roster
- Willingness (if requested) to undertake additional studies in the field of Disabilities

Core Responsibilities

- Uphold the DSS philosophy and be directed by the organisation policies and procedures.
- The provision of person centred practices that encourage the dignity and rights of those people supported by DSS.
- To ensure that the six Disability Standards are upheld, maintained and implemented.
- To participate in the delivery of personalised plans that supports capacity building and includes decision making, choice, rights and responsibilities of the people supported by DSS.
- Support people to manage their interactions by implementing and maintaining behaviour and skill development.
- To work as part of a team, upholding team decisions, participate in team meetings, team building, development of policies and procedures and attend training as requested / directed.
- Be respectful and professional at all times.

GENERAL

- To maintain the duty of care of all participants and participate in the daily routines of the each individual including:
 - Support with budgets and shopping;
 - Meal planning and preparation;
 - Access and participate in their chosen community;
 - Strengthen their personal relations;
 - Leisure Activities

SHARED LIVING

- To maintain the duty of care of all participants and participate in the daily routines of the residences' including:
 - Hygiene and well-being;
 - Transportation;
 - Household cleaning and general duties;
 - Supervision of medication and health maintenance;
 - Supporting those with mobility issues.

COMMUNITY LIVING

- To maintain the duty of care of all participants and ensure the dignity of all people by supporting people to:
 - Develop independent living and social skills;
 - Support the person to manage their own medication and health needs.

WORK, HEALTH & SAFETY

- Abide by the Work Health and Safety regulations and promote safe working practices:
 - Participate in the development of a safe and healthy workplace;
 - Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
 - Co-operate with management in its fulfilment of its legislative obligations;
 - Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
 - To report any injury, hazard or illness immediately, where practical, to the coordinator;
 - Not place others at risk by any act or omission;
 - Not wilfully or recklessly interfere with safety equipment.
- Other relevant responsibilities as required by the Coordinator/Manager and the CEO.

Key Worker Responsibilities

- Arrange and implement a Health Plan
- Responsibilities related to PATH development and implementation.
- Maintain and update mandatory and other assessments.
 - Risk Assessments
 - CHAP assessments
 - Living Skills assessments
 - Nutrition and swallowing assessments

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- Lifestyle & Environment Review
 - Communicate with all stakeholders
 - Update coordinator as required / directed
 - Manage the specific requirements of the person as determined

Essential criteria

- Demonstrated experience in person centred practices and in the provision of support and advocacy to people with an intellectual disability.
- Demonstrated knowledge and willingness to uphold the Disability Standards.
- Demonstrated preparedness to maintain professional boundaries and confidentiality.
- Demonstrated capacity to work independently and make delegated decisions.
- Demonstrated effective verbal and written communication skills; including the ability to negotiate, liaise and consult with a variety of people and organisations.
- Demonstrated capacity to participate in staff supervision, professional development programs and uphold positive team culture.
- Demonstrated where required; willingness to participate in the general upkeep of the persons home and deliver personal care in a respectful manner.
- Demonstrated willingness to follow routines and direction when requested and uphold WH&S standards.