

**Position Description**  
**Residential Support Worker (RSW) – Accommodation Support**

**KARINGAL MISSION**

*To provide quality services that improve the lives of individuals*

Karingal is a community service organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan Melbourne and Regional areas in Victoria.

**DIVISION DESCRIPTION**

Through partnerships with people with a disability, their families and the community, **Karingal Community Living** (KCL) creates opportunities and choices that inspire and enable the achievement of personal goals.

**BRANCH DESCRIPTION**

**Accommodation Support** (AS) provides community based support accommodation for people with a disability. Operating from six long term shared support accommodation services across the Geelong and Colac regions, AS has been developed to provide people with a disability with a lifestyle similar to other members of the community. Through this program, people with a disability are supported through everyday activities and are encouraged to develop skills and interactions associated with daily living.

**Position Specifics**

<b>Position objective:</b>	The RSW position involves personal care, community access and support to people with a disability in. As a RSW you will be required to have excellent communication skills, the ability to relate to clients of Karingal, perform a full range of personal care duties and the associated paperwork. The position will involve varied hours, including weekends and nights. You will also need to abide with the Karingal Inc policies and procedures as you aim to promote and enrich the physical, emotional and social well being of each client.
<b>Reports To:</b>	Team Leaders
<b>Division:</b>	Accommodation Support (AS)
<b>Branch:</b>	Karingal Community Living (KCL)
<b>Primary Location:</b>	Geelong
<b>Employment status:</b>	Permanent – Part Time (minimum 20 hours per week)
<b>Probation:</b>	All positions are offered with 6 month probation period.
<b>Classification &amp; conditions:</b>	Karingal Residential and Support Services Collective Agreement. Position may require rotating roster to cover Active Night duty.
<b>Remuneration:</b>	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions (subject to policy, excludes casuals). Superannuation is paid at 9%

## Position Responsibilities & Duties

### General

- Under the direction of and in conjunction with Team Leader, be responsible for the provision of personal support to residents, the coordination of daily routines and activities as described and consistent with the position description, residents person centred plan (PCP) and other program guidelines
- An understanding of and commitment to the Mission, Vision and Guiding Principles of Karingal
- Ability to work without direct supervision and demonstrate appropriate use of initiative
- Promote harmonious running of the household consistent with the requirements of this position description and other program guidelines and report and manage any disruptions as per procedures
- Commitment to the maintenance of positive interpersonal relationships with residents, other members of the staff team, family members and other care givers and with other people when in public life
- Working with difficult clients
- Demonstrated professional relationships and active compliance with Professional Boundaries policies and procedures
- Appropriate communication with clients
- Appropriate and regular communication with peers and team leaders
- Report any incident, OHS concern or client concerns to coordinators in timely manner as per policies
- Be reliable, punctual and act professionally at all times
- Accept direction and supervision from the coordinator and be able to work a specified Support Plan and Duty Statement for the benefit of clients
- Be adaptable and open to new ideas and readily tackle new challenges. Accept changed priorities without undue discomfort and recognise the merits of different options and act appropriately

### Position Specific

- Assist residents in undertaking a range of activities of daily living including personal and self-care, food preparation, eating, dressing and maintenance of personal hygiene and other tasks as directed
- Promote the development and maintenance of independent living skills using formal and informal teaching methods
- Undertake the personal support role with respect and acknowledgement of the clients' abilities and strengths
- Provide clients with opportunities for personal growth and skill development in line with Support Plans and coordinator instruction
- Perform personal support work with professional integrity and ensure the privacy and confidentiality of client information
- As appropriate, assist the individual resolve personal problems which may occur in their day to day living. Such assistance will depend on nature of the problem with recognition of residents problem solving abilities
- To undertake physical household tasks with residents participating where possible

### Documentation

- Development and implementation of PCP's in conjunction with the Team Leader
- Receipt and maintenance of written records in accordance with guidelines, including:
  - Medical records
  - Health and safety concerns
  - Notes on individuals behaviour as per Support Plan process
- Maintenance of accurate financial records including the collection and storage of receipts, where staff are required to have direct involvement in handling money belonging to a resident
- Accurate and timely completion of resident and payroll related admin
- To prepare reports (written or electronic) as required

### Professional Development

- On going training in provision of Residential Support services
- Attendance at team and branch meetings as required
- Attendance at training as required including compulsory induction training modules
- Completion of annual performance review and catch ups

<b>Other duties as directed by manager or supervisor</b>			
<b>Measurable Results &amp; Outcomes</b>			
<ul style="list-style-type: none"> <li>▪ Successfully build rapport with residents, supporting them to achieve personal growth whilst displaying sensitivity to the residents abilities and strengths</li> <li>▪ Maintenance of positive interpersonal relationships with residents, other members of the staff team, family members and other care givers and with other external service providers and stakeholders as required</li> <li>▪ Compliance with all relevant policies, procedures, work instructions and care plans</li> <li>▪ Exhibits characteristics of reliability, punctuality and professionalism in all work related tasks</li> <li>▪ Successful, accurate and timely completion of client related administration as directed</li> <li>▪ Evidence of attendance and worthwhile participation at relevant meetings and training</li> <li>▪ Evidence of timely and accurate incident (OHS or client related concerns) to coordinators as per policies</li> </ul>			
<b>Key Selection Criteria &amp; Skills/Attributes</b>			
<b>Essential:</b>	<ul style="list-style-type: none"> <li>▪ Full Victorian Drivers Licence</li> <li>▪ Current First Aid Level 2 Certificate</li> <li>▪ Excellent communications skills, verbal and written</li> <li>▪ Previous experience in the provision of support services to people with disabilities or who are ageing</li> <li>▪ Proven qualification/experience related to the provision of personal support and care in a residential setting</li> <li>▪ Successful Police Check (less than six months old)</li> </ul>		
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>▪ Certificate III in Disability and or Aged Care</li> <li>▪ Certificate III or Certificate IV in Community Services or equivalent</li> <li>▪ Experience in working with Indigenous Australians and people from culturally and linguistically diverse backgrounds</li> </ul>		
<b>Application Details</b>			
<b>Application instructions:</b>	<p>Please send applications including cover letter and current resume to Karingal via email or post as below.</p> <p>Late applications will not be accepted.</p>		
<b>Email:</b>	<a href="mailto:jobs@karingal.org.au">jobs@karingal.org.au</a>	<b>Postal address:</b>	Job Application Att: Sue Sheilds 285a McKillop Street East Geelong, Vic, 3219
<b>Contact person:</b>	Sue Sheilds – Team Leader – John Robb House P: (03) 5243 1320		
<b>Closing date:</b>	5:00pm Tuesday 13 <sup>th</sup> August, 2010		
<p><b><i>“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.</i></b></p>			

Please visit our website for more information: [www.karingal.org.au](http://www.karingal.org.au)