



**Victoria Daly**  
REGIONAL COUNCIL

# Community Services Support Worker

## OUR VISION

*To strengthen our region through fostering  
development, growth, and social wellbeing*  
"Moving Forward Together"

## POSITION DESCRIPTION

<b>REPORTS TO</b>	Community Services Team Leader	<b>CLASSIFICATION &amp; HOURS</b>	Level 2.2 Full Time
<b>DIVISION</b>	Community Services	<b>LOCATION</b>	Community Based

## JOB PURPOSE

This position will assist the Community Services Team Leader to provide personal, physical, and emotional support to our NDIS Participants and Aged Care Consumers who require assistance with daily living in the community and surrounding ward.

## DUTIES AND RESPONSIBILITIES

1. Provide friendly, compassionate support to the people supported by the NDIS and Aged Care program where required by assisting them with their daily living tasks.
2. Effectively work in a community support environment and provide support to participants and consumers to assist them in meeting their physical and emotional needs.
3. Assist and participate in activities designed to enhance physical, social, and emotional well-being of consumers and participants, and ensuring a safe environment to do so.
4. Recording everyday support by way of shift reports and progress notes or incident reports.
5. Provide advice to the participants and consumers about nutrition, food storage and hygiene.
6. Facilitate cooperative behavior amongst participants and consumers.
7. Communicate appropriately with participants, consumers and colleagues to ensure positive outcomes.
8. Participate in safety procedures for direct personal care work to maintain a safe working environment and ensure WHS regulations are adhered to.
9. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

## Selection Criteria

### EDUCATION REQUIREMENTS

1. Cert III or IV in Individual Support or equivalent (desirable)
2. NDIS Workers Orientation Module (essential)
3. A current First Aid certificate (essential)

### EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Be able to demonstrate a caring and supportive attitude towards participants and consumers.
2. Well-developed communication and negotiation skill and the ability to be sensitive.
3. Ability to work in a challenging, culturally diverse environment and respect the values, customs, preferences and beliefs of participants and their families.
4. Ability to be flexible and enthusiastic towards undertaking a variety of tasks that add value and quality to the NDIS participants and aged care consumers lives.
5. Ability to maintain privacy and confidentiality.
6. An understanding of Community Services, Disability Support and/or Aged Care services.
7. A sound knowledge of the principles of Work Health and Safety.

## OTHER REQUIREMENTS

1. Criminal History Check (recent within 3 months)
2. A current Ochre Card.
3. NDIS Worker Clearance
4. Must hold a current Drivers License.

ACKNOWLEDGEMENT

DIRECTOR: Trudy A Braun DATE APPROVED: 14/02/2024

CHIEF EXECUTIVE OFFICER: [Signature] DATE APPROVED: 14/02/2024




# Community Services Support Worker Position Description


Final Audit Report


2024-02-14


Created:	2024-02-14
By:	Samantha Parker (samantha.parker@vicdaly.nt.gov.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3POMqiOUGycMwJuZxfY0oTt1hmnUSPMv


## "Community Services Support Worker Position Description" History


 Document created by Samantha Parker (samantha.parker@vicdaly.nt.gov.au)  
2024-02-14 - 4:57:17 AM GMT


 Document emailed to Trudy Braun (trudy.braun@vicdaly.nt.gov.au) for signature  
2024-02-14 - 4:57:21 AM GMT


 Email viewed by Trudy Braun (trudy.braun@vicdaly.nt.gov.au)  
2024-02-14 - 5:02:38 AM GMT


 Document e-signed by Trudy Braun (trudy.braun@vicdaly.nt.gov.au)  
Signature Date: 2024-02-14 - 5:02:54 AM GMT - Time Source: server

 Document emailed to ceo@vicdaly.nt.gov.au for signature  
2024-02-14 - 5:02:55 AM GMT

 Email viewed by ceo@vicdaly.nt.gov.au  
2024-02-14 - 6:12:47 AM GMT

 Signer ceo@vicdaly.nt.gov.au entered name at signing as Brian Hylands  
2024-02-14 - 6:13:20 AM GMT

 Document e-signed by Brian Hylands (ceo@vicdaly.nt.gov.au)  
Signature Date: 2024-02-14 - 6:13:22 AM GMT - Time Source: server

 Agreement completed.  
2024-02-14 - 6:13:22 AM GMT