



**Victoria Daly**  
REGIONAL COUNCIL

# NDIS Support Worker

## OUR VISION

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

## POSITION DESCRIPTION

<b>REPORTS TO</b>	NDIS Manager	<b>CLASSIFICATION &amp; HOURS</b>	Level 1 – Full-Time and Part-Time
<b>DIVISION</b>	NDIS	<b>LOCATION</b>	Community Based

### JOB PURPOSE

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

### DUTIES AND RESPONSIBILITIES

1. Provide friendly, compassionate support to the NDIS participants where required by assisting them with their daily living tasks.
2. Effectively work in a community support environment and provide support to participants to assist them in meeting their emotional needs.
3. Assist and participate in activities designed to enhance physical, social, and emotional well-being.
4. Recording everyday support progress note on e-tool.
5. Provide advice to the participants about nutrition, food storage and hygiene.
6. Facilitate cooperative behavior amongst participants.
7. Communicate appropriately with participants and colleagues to ensure positive outcomes.
8. Participate in safety procedures for direct personal care work and 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.

### EDUCATION REQUIREMENTS

1. Cert III or IV in Individual Support (Disability) 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.
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.
5. Ability to maintain participant's confidentiality.
6. An understanding of Community Disability Care.
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. If occupant does not hold a Cert III in Individual Support or equivalent, the occupant must be willing to undertake such courses.
5. Must hold a current Drivers Licence.

**EMPLOYMENT CONDITIONS**

The position holder's employment conditions are as set out in the holder's letter of employment offer and, in the Victoria Daly, Regional Council Enterprise Agreement 2021-2023.

**ACKNOWLEDGEMENT**

**DIRECTOR:** *Fredy Braun* **DATE APPROVED:** May 23, 2023

**CHIEF EXECUTIVE OFFICER:** *[Signature]* **DATE APPROVED:** May 23, 2023

