



FM-HR-010

Position Description: Community Support Worker (CSW)

<p>Reporting and conditions of your role</p>	<p>Service All Programs</p> <p>Award Social, Community, Home Carers and Disability Services Modern Award 2010</p> <p>Salary Scale Level 2</p> <p>Reports to Site Supervisor</p> <p>Direct Reports None</p> <p>Key Stakeholders Participants and their families/carers External Service Providers Local Community</p>	
<p>Windgap mission, values and services</p>	<p>The Organisation</p> <p>Windgap, a not for profit, non-government organisation, aims to improve the lifestyle and care of people with an intellectual disability, and to assist them to achieve their full potential, at the same time increasing community awareness as to their needs and aspirations through maximising involvement in community activities.</p> <p>Windgap Values</p> <p>Windgap’s services are developed in a framework of values that embody five key areas: <i>Caring Integrity Innovation Empowering Independence</i></p> <p>Windgap Services</p> <p>Windgap provides supported accommodation, day program services, training and supported employment.</p>	
<p>Legislative framework</p>	<p>National Standards for Disability Services</p> <p>National Disability Insurance Scheme Act 2013</p> <p>NDIS Rules</p> <p>NSW Disability Services Standards</p> <p>Fair Work Act 2009</p> <p>Disability Discrimination Act 1986</p>	<p>Disability Services Act 1986 (Commonwealth)</p> <p>NSW Disability Services Standards</p> <p>Disability Services Act 1993 (State)</p> <p>Disability Inclusion Act 2014 (State)</p> <p>Sex Discrimination Act 1984</p> <p>Age Discrimination Act 2004</p> <p>Workplace Health and Safety Act</p>



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	<p>Racial Discrimination Act 1975 Privacy Act 1988 Privacy Amendment (Enhancing Privacy Protection) Act 2012</p>	<p>2011 Anti Discrimination 1977 (NSW) * in the event any of the above become superseded the superseded legislation is to be followed.</p>
<p>Position overview</p>	<p>The focus and purpose of this role is to provide person-centred support to assist Windgap participants reach their full potential, enhance their quality of life, and maximise their social employment and recreational opportunities.</p> <p>The CSW's work is to empower participants and assist them to achieve independence in their daily lives.</p> <p>The CSW needs to work with each participant in ways that reflect their personality, interests, communication style, health needs and physical supports. CSWs will support clients to meaningfully contribute to the community through a range of activities.</p> <p>All service delivery must be in line with the policies and procedures of Windgap and the requirements of the relevant Disability legislation and standards.</p>	
<p>Position Responsibilities</p>	<p>Person</p> <ul style="list-style-type: none"> • Understand the needs and experiences of the people we support and uphold their rights and assist with community engagement for meaningful relationships. • Empower individuals and provide Participants with the opportunity to make informed decisions and choices. • Promote dignity, privacy and confidentiality at all times • Develop and maintain safe and professional relationships with Participants and supported staff • Assist, support and develop independence in activities of daily living, not limited to personal care, hygiene and health care i.e. eating, drinking, toileting and dressing. • Ensure medication is administered to Participants according to the Participant and organisational guidelines • Drive Participants to facilitate programs including pick-ups and drop offs • Ensure personal data is collected and stored securely according to the individual and organisational guidelines. <p>Community</p> <ul style="list-style-type: none"> • Create an environment that reflects the needs, culture, personality and aspirations of our Participants. • Promote community presence, choice, respect and meaningful community contribution. 	



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- Develop and support programs that promote skill development and encourage contribution in leisure, sport, recreational activities in the community. Promote and support Participants to access connections and networking opportunities outside of the service system, aligned with individual goals.
- Identify strategies to support Participants in mainstream community-based networks and activities, in accordance with their Individualised Plan.

Planning

- Develop programs which contribute to the development of our Participants life skills and abilities, reflective of their goals and aspirations
- Implement individual and group programs that assist Participants to develop life skills, promoting community participation and integration
- Work within a person-centred framework including thinking, planning and practice
- Facilitate the development of person-centred plans
- Implement and review person-centred plans
- Monitor and record outcomes of goals on a regular basis
- Maintaining comprehensive progress notes for Participants
- Completing ABC forms and developing actions based on the information collected
- Ensuring Participant risk profiles are up to date for all assigned Participants.
- Developing, implementing and monitoring Individualised Plans, assisting Participants identify and achieve goals through strategy development and implementation including but not limited to, behavior intervention support plans eating and drinking plans, epilepsy management plans, communication plans and mobility plans.
- Liaise with appropriate stakeholders when required and ensure they attend meetings when required.

Culture/ Team

- Ensure all activities are carried out in a manner consistent with Windgap's values and mission
- Maintaining Participant confidentiality and right to privacy at all times
- Contribute positively in the development of team goals
- Participate in the development of organisational goals
- Attending and participating in staff meetings
- Contributing to monthly reports as required
- Attend training and contribute to and follow Individual Development Plans
- Mentor new staff as required.



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	<ul style="list-style-type: none"> Actively participate in an ongoing process of change in the workplace initiated by management in consultation with other stakeholders, Participate in the ongoing review, development and implementation of Windgap’s programs and activities, in conjunction with relevant employees, leaders and other key stakeholders <p>Safety, Health and Environment</p> <ul style="list-style-type: none"> Contributing to maintaining site cleanliness as required Promoting and adhering to safe work practices to create a safe work environment Assisting with continuous improvement/best practice initiatives Conducting risk assessments Completing incident reports and investigating as appropriate Reporting any injuries sustained to the Return to Work Coordinators as soon as possible Commitment to a zero injuries, zero lost time work place protocol. <p>Administration</p> <ul style="list-style-type: none"> Ensure compliance with all Windgap systems including but not limited to CIMSability, DayForce, etc. Read the communication book and checking Windgap site and Windgap personal email on a daily basis Ensure safe, lawful and responsible operation of any Windgap Foundation motor vehicles or other equipment Complete filing and other administration tasks as directed. Undertake any other duties as considered reasonable and directed by the Manager/ Supervisor from time to time.
Criteria	<p>Essential</p> <ul style="list-style-type: none"> Relevant experience supporting people with an intellectual disability and/ or children and young people in a related area/ field Awareness of the rights of people with intellectual disabilities and/or multiple disabilities Strong commitment to inclusion of people with disabilities within the community Ability to support and motivate Windgap clients to ensure that they can attempt to reach their full potential at all times Possess good knowledge of the disability service standards and ability to “live” them Demonstrated interpersonal skills with the ability to communicate and relate to people we support and their families and friends. Demonstrated ability to work as part of a team and contribute to team goals



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	<ul style="list-style-type: none"> • Good level of general fitness and ability to complete manual handling tasks including some lifting • Computer literacy skills, including being a competent user of MS Applications including Word, Outlook, Excel and experience using databases • Competent administrative and documentation skills • Be flexible, highly motivated, possess emotional intelligence, maturity, a sense of humour and willingness to subscribe to the Windgap mission and values • Maintain current NSW driver's licence • Hold a current First Aid certificate. <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience implementing behavior support plans and HSP's • Experience in working in the disability field • Understanding of and exposure to person-centred practices
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Acceptance

I _____ confirm that I have read and understood all elements of this position description.
I accept the position of Community Support Worker (CSW) with the Windgap Foundation.

Signed _____ Date _____