

CatholicCare NT Role Description

Position Title		Daily Living Support Worker
Position Number	CC2669	
Salary	Base Salary SCHADS Grade 3 Plus 11% superannuation, 17.5% leave loading and salary packaging option	
EFT	Casual	
Location	Amata	
Commencement	ASAP	
Completion	N/A	
Last Reviewed	September 2025	

1. Program Description

CatholicCare NT is a not-for-profit organisation, providing social services and programs to individuals, couples, families, children, groups, schools and agencies across the Northern Territory.

The National Disability Insurance Scheme (NDIS) provides funds, from the Commonwealth Government, to individuals with an eligible, permanent disability to purchase reasonable and necessary supports from providers and services. The aim of the NDIS is to provide individuals with a disability choice and control to build their skills and capability to participate in the community and employment. The NDIS helps people with disability to: access mainstream services and supports; access community services and supports; maintain informal support arrangements; and receive reasonable and necessary funded supports required to live an ordinary life and achieve personal goals.

2. Purpose of the Position

The Daily Living Support Worker is responsible for providing maximised living, social and recreational skills of people registered with NDIS that have chosen to receive these supports through CCNT as well as providing regular maintenance to the Independent Living Centre. This position has a particular focus on promoting community inclusion, independence, choice and control to participant, with a person centred approach to all supports being delivered to NDIS participants connected to CCNT.

3. Accountability

The Daily Living Support Worker reports directly to the designated Lead Practitioner.

4. SCHADS Level 3 Characteristics

- Work under general direction in the application of procedures, methods and guidelines, which are well established.
- Solving problems of limited difficulty using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior employees.
- Employees may receive instruction on the broader aspects of the work. In addition, employees may provide assistance to lower classified employees.

- Scope for exercising initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own particular work program or project.
- May be required to supervise lower classified staff or volunteers in their day-to-day work.
- Responsible for managing and planning their own work and that of subordinate staff or volunteers and may be required to deal with formal disciplinary issues within the work area.

5. Key Responsibilities and Performance Standards

5.1 Provide agreed CCNT registered supports to NDIA participants including:

- Provide supports agreed within completed service agreements
- Assist participants to attend social outings or activities to increase their community participation that are age appropriate
- Provide transport for outings, activities, medical appointments or any other required activities.
- Providing high-level care, including personal care, showering, dressing and toileting
- Light domestic duties and meal preparation
- Monitor the safety and well-being of the participants and report any concerns to the NDIS Lead Practitioner.
- Provide 1:1 or small group support in response to individual participants needs.
- Ensure that participants always have choice and control over how they want to be supported by CCNT
- Provide high quality support to participants who range in levels of need
- Any other relevant duties as required

5.2 Maintenance to Independent living Centre

- Ensuring the safety and upkeep of the facility by providing onsite maintenance
- Grounds upkeep
- General and equipment maintenance, painting and handy-person duties

5.3 Key Performance Indicators (KPI)

- Minimum of 25 billable hours pro rata to be completed weekly

5.4 Participate as part of the NDIS Program team

- Attend all relevant meetings including team and staff meetings.
- Complete all mandatory and program required training within the stated timelines.
- Undertake any other duties as required considered relevant to the position and classification level.
- Comply with relevant WH&S requirements relevant to the position.

5.5 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities

- attending supervision to reflect and review case management practices as per CatholicCare NT policy.

5.6 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Maintenance and Support Worker and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

7. Work Conditions

The Daily Living Support Worker is located in the Independent Living centre based in Amata. This position may include weekend work but will be balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours.

8. Selection Criteria

- 1) A minimum of 12 months demonstrated experience working in the remote community services sector, delivering services to Indigenous and non-indigenous participants.
- 2) Willingness to work towards relevant qualification in Community Services is desirable.
- 3) Strong interpersonal and communication skills including the ability to relate to participants with a disability.
- 4) Demonstrated cultural competency, particularly in working with Indigenous people.
- 5) Demonstrated organisational skills, coordination skills, and the ability to prioritise, manage workloads, and meet deadlines and targets.
- 6) Intermediate computer skills, data entry, data base experience and sound general administration skills.

9. Special Conditions

1. Must be an Australian Citizen or have unlimited work rights within Australia.

2. This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children, or been charged or convicted of a domestic violence offence.
3. Current NDIS Worker Screening check.
4. Valid NT Drivers Licence and Ochre Card.
5. This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
6. If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
7. This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
8. Six-month probation period.
9. Non-smoking working environment.
10. The contact details of at least two referees are required.
11. Evidence of qualification attainment will be required.
12. Aboriginal people are strongly encouraged to apply.