



39 Robert Street
PO Box 1196 Atherton Qld 4883
Ph. (07) 4091 3840
Fax (07) 4091 4017
Email – admin@disabilitymatters.org.au
ABN: 71 168 476 100

Dear Applicant

APPLICATION PACK FOR POSITION OF DISABILITY SUPPORT WORKER

Thank you for your interest in the position of Disability Support Worker.

Please find attached information and documentation as part of the application package. To be considered for a Disability Support Workers position applicants must submit the following:

- One page application letter.
- Fully completed Application form including signed declaration (attached).
- Resume (including contact details for 2 referees, not colleagues or peers, direct managers only).

What to expect:-

Once you submit all of the above required documentation you will receive an email or letter acknowledging that we have received your application.

All applications are reviewed based on the information submitted. This can take up to two weeks. If you are successful in going to the interview phase, you will be contacted to arrange a time for an interview. If your application is unsuccessful at this stage, you will be advised via email or letter.

Interviews are conducted by a panel of usually two staff from within the Coordination team of Disability Matters. An Interview is a great opportunity to discover whether Disability Matters is the right organisation for you as much as it is our chance to determine whether you have the necessary knowledge, skills and personal attributes to be successful in this role.

We encourage two-way communication at interviews and will provide you with information regarding the specific requirements of this role to enable you to make an informed decision. We will provide you with the opportunity at the end of the interview to ask any questions you may have.

Please note that a manual driver's licence is a mandatory minimum requirement for most of Disability Support Worker roles at Disability Matters. Although this does not restrict you from applying for a position it will limit employment options.

Verbal selection process feedback is afforded to all applicants upon request.

You can email your application to admin@disabilitymatters.org.au . If you do not have access to email please feel free to post your application to postal address at the top of this page. Alternately, you can drop your application in to our office at 39 Robert Street, Atherton.


If you have any questions about this position, please phone our administration office on 4091 3840.

Your sincerely

A handwritten signature in black ink that reads "Kirsty Lamperd".

KIRSTY LAMPERD
SERVICE MANAGER

Disability Support Worker Ap

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Position description

Organisation	Disability Matters Inc.	Location	Atherton
Position	Disability Support Worker	Employment type	N/A
Team	N/A	Date prepared	14 Aug 2018
Manager	N/A	Direct reports	N/A

Organisation summary

General overview

Disability Matters has been working actively in the community to provide help and understanding with quality disability support care since 1990. Formed in response to community need, the organisation was originally known as Tableland Respite Care Association. The name was changed in May 2016 to better communicate what the organisation is all about – Disability Matters to us.

Disability Matters provides centre based and in-home support, supported accommodation and other services to people with disabilities. Disability Matters offers support services to the Tablelands region and also an extended catchment area from Cardwell to Cape York to assist people to live as valued and participating members of the community.

Vision (what we will look like in the future)

That all people with a disability are empowered and enabled to develop and achieve their goals.

Mission (why we exist)

We are committed to helping people with disabilities achieve their goals by providing them with creative and effective support solutions.

Values

Value	Explanation
Professional	We are highly capable and skillful at what we do. Our practices demonstrate that we are a proficient organisation. We always act ethically, with honesty and integrity. We are committed to excellence in everything we do.
Supportive	We encourage and provide emotional assistance. We value and respect our people. We work together to make a difference. we work as a team striving for common goals.
Accountable	We take responsibility for our actions. We justify what we do. We are accountable to our clients.
Innovative	We lead by example. We have the courage to think differently and learn from our mistakes. We will advance our organisation through being original and thinking creatively. We innovate and encourage new ideas and new ways to operate. We are receptive to feedback.
Empowering	We make people strong and confident through providing choices. We encourage people to make decisions. We encourage people to control their life and their rights. Our clients are t the heart of everything we do.
Transparent	We communicate. We ask questions. We are open to public scrutiny.
Reliable	We consistently perfor at a high level. We are able to be trusted. We do what we say we are going to do. We deliver.

Position summary

Purpose of the position

To provide support and assistance to people living with a disability to develop their abilities and enable them to participate as actively as possible in the community. To support individuals in planning for and attaining lifestyles which meet their individual needs, abilities, preferences and aspirations, in a manner that is consistent with the values, philosophy and practices of this organisation.

Shifts are scheduled according to client requests. These may range from a 2 hour shift to a 10 hour shift and may include overnight stays (sleepover shift). Considerations in matching new support workers with clients include shift availability, location, previous experience or qualifications, as well as personal attributes. At times this may be at short notice to backfill due to another employee's illness etc. Flexibility is a key attribute of a successful support worker and is a consideration when rostering and offering shifts.

Use of the support worker's own vehicle is a requirement when working with some families. In these instances proof of registration and statement of vehicle safety is required. This applies to all in-home and community access programs, however the organisation owns and maintains a fleet of vehicles which are utilised prior to employees using their own vehicle.

Functions and competency measures

PRIMARY

Function	Description	Competency measure
Support : Lifestyle enhancement	Provide effective support services to enhance the lives of people with disabilities	Positive feedback from stakeholders
Support : Legislation & quality	Ensure familiarity with and operate within all relevant Federal and State Legislation and quality assurance frameworks	100% compliance in areas of responsibility
Support : Client skill development	Assist clients in identifying and developing new skills and abilities	Positive feedback from stakeholders
Support : Compliance	Be familiar with and operate within the parameters of Disability Matters policies & procedures	100% compliance in areas of responsibility
Support : Teamwork	Work in a team environment in an effective and proactive manner and value, respect and support team members	Positive feedback from stakeholders
Support : Communication	Communicate effectively with coordinator and family regarding service provision	Positive feedback from stakeholders
Support : Client assistance	Assist clients, as required, with daily living activities including personal care, meal preparation, mobility needs, housekeeping, shopping, personal finances and daily activities	Positive feedback from stakeholders
Support : Client interaction	Communicate and interact with clients in ways which are respectful, and encourage personal choice	Positive feedback from stakeholders
Support : Stakeholder consultation	Consult and communicate with clients, their families and advocates, and other workers about the person's needs, abilities, preferences and aspirations	Positive feedback from stakeholders
Support : Behaviour management	Encourage positive and socially appropriate behaviour, and effectively manage situations and behaviours that are not so	Positive feedback from stakeholders

Support : Relationships	Support clients to maintain relationships and interests through access to community activities, venues and services	Positive feedback from stakeholders
Support : Records	Record relevant information in an accurate and timely fashion, including daily report of work and timesheets	Documentation, communication & outputs are professional, accurate and timely
Support : Workplace practices	Contribute to the ongoing monitoring and review of work practices	Positive feedback from stakeholders
Support : OH&S	Ensure a safe working environment for staff and clients through compliance with the Workplace Health and Safety Act	100% compliance in areas of responsibility
Support : Staff meetings	Attend and participate in staff meetings & planning activities, and carry out tasks arising from these meetings	Positive feedback from stakeholders

Person selection criteria

Knowledge, skills and experience

Education	
Cert III in Individual Support (Disability)	Preferred
Current first aid certificate (including CPR)	Mandatory
Working with Children Blue Card	Mandatory
Manual drivers licence	Preferred
Experience	
Previous experience as a disability support worker.	Preferred
Behavioural requirements	
Abide by workplace, health and safety requirements at all times whilst carrying out duties and report any incidents that occur	Mandatory
Maintain a high level of confidentiality at all times	Mandatory

Employee sign-off

I have read and understand the position description and role requirements for this position. I agree to perform all duties to the required standard.

I understand that I have a duty to seek clarification, advice and support from the Service Manager in relation to my position functions and duties and the standard to which they must be performed.

Employee	Signature	Date
Service Manager	Signature	Date

APPLICATION FOR EMPLOYMENT

Personal Details			
Name:			
Residential Address:			
Postal Address:			
Email:			
Home Phone:		Mobile:	
Do you identify as: Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> None of these <input type="checkbox"/>			
Are you presently unemployed for more than 4 weeks?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you currently registered with an employment agency			YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please advise which agency and their contact details:			

Experience and qualifications	
Do you have any experience in this field?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES give a brief description?	
Do you have a current drivers licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what type: Automatic <input type="checkbox"/> Manual <input type="checkbox"/> Other:	
Do you have current First Aid and CPR Certificates?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a Certificate in Community Services Disability or similar?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please list:	

Blue Card
Do you have or are you able to obtain (with our sponsorship) a Working with Children Check, Qld (Blue Card)?
<input type="checkbox"/> YES, expiry date:
<input type="checkbox"/> NO, but I am able to obtain one.

Consents	
Do you consent to Disability Matters obtaining a copy of your Workcover Claims History Summary? (According to Section 571D of the Worker's Compensation and Rehabilitation Act 2003)	YES <input type="checkbox"/> NO <input type="checkbox"/>
If successful in your application, are you agreeable to undergoing a pre-employment medical check, at our expense?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Checklist	
Have you attached a current resume to this application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you read the position description for the job you are applying for?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you addressed the selection criteria in a document no longer than 2 pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you provided a one page cover letter?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<u>DECLARATION</u>	
<input type="checkbox"/> I declare that all statements and information I have provided as part of, or attached to this application are true and correct in all detail.	
<input type="checkbox"/> I confirm my full understanding that any intentional false statements, withholding or failure to disclose pertinent information about my suitability for employment, may lead to instant dismissal if employed by Disability Matters.	
<input type="checkbox"/> I confirm that I do not have a known health condition that could prevent me from competently and efficiently carrying out the duties of this position in a manner which is safe to myself, my fellow employees, the public generally and the services consumers receive.	
<input type="checkbox"/> I give permission for Disability Matters to contact my listed referees to discuss the information in this application and my previous employment history.	
Applicant signature:	
	Dated:

Office Use	
Date application received:	
Name:	
Signature:	



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A Picture of Disability Matters

Disability Matters became an incorporated body on 2nd March, 1995, for the purpose of providing respite services on the Atherton Tablelands. It took over a year of negotiations to this to reach fruition after commencing discussions with The Sisters of Mercy, Department of Families, Youth and Community Care, in 1994. (Prior to Disability Matters being incorporated all matters of the Centre based and In-home respite programs were decided by the Sisters of Mercy.)

The main respite service has operated from the same premises in Atherton since 1990, with a purpose built centre. The land was and is still owned by the Sisters of Mercy, whilst the building is “owned” by the Queensland Housing department. The original funding to operate some services was supplied by the Department of Families, Youth and Community Care.

The original services enabled the partial operation of the centre based respite and some in home respite hours. In 1998, the Centre based program became fully operational as a 4 bed service for 12 months of the year, providing approximately 5728 hours of active support, plus inactive sleepovers. A majority of the active shift component is staffed by 2 support workers, giving approximately 10024 of actual support staff hours per year. This service provides overnight respite for people that live from Thursday Island, to Townsville and from Cairns to Normanton.

The Flexi respite program provides up to 5880 hours of respite per year which is conducted both in home and in the community. Clients that utilise the Flexi are mainly from the Atherton, Malanda and Ravenshoe areas of the Tablelands region.

The Board of Management has minimal turnover, with a number of the present members being recurrent office bearers. A number of the members on the Board have a family member with a disability, although this is not a prerequisite for being part of the Board, or a financial member of the association.

As the organization has grown, so have the staffing requirements. The organisation staff level fluctuates, at around 55 people, including management and administrative staff.

Disability Matters has a simple mission statement:

- *“We are committed to helping people with disabilities achieve their goals by providing them with creative and effective support solutions”.*

This mission was generated from the values of Disability Matters and sets the scene for policy formulation.