

# IMPACT Community Services

## Position Description



**JOB CODE:** 04.018.08  
**JOB TITLE:** NDIS Support Worker  
**PROGRAM/SECTION:** NDIS  
**REPORTS TO:** Disability Manager  
**AWARD:** Social, Community, Home Care and Disability Services Industry Award 2010  
**CLASSIFICATION:** Level 1 or 2 (depending on experience)  
**PROBATIONARY PERIOD:** 6 months (monthly reviews undertaken during this period)

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|-----------------------|----------------------------|-----------------|----------|
| <b>Approval Date:</b> | 23/06/2021                 | <b>Version:</b> | 20230609 |
| <b>File path:</b>     | <a href="#">Sharepoint</a> |                 |          |

### Impact Commitment Statement

Our staff will actively contribute to the organisation's vision, mission, values, policies and procedures.

In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

**What is our vision?**

Improving lives

**What is our mission?**

Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

**What are our values?**

**Build trust in relationships** – Cultivate habits that build positive interactions and experiences with others

**What do we expect from our staff and what do our participants expect from us?**

**Empower others** – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity

**Be compassionate** – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live

**Celebrate uniqueness** – Create a place that is built on dignity and respect and where everyone is welcome

**Work together** – Leverage collective genius to find new ways to think big, experiment and solve shared problems

**Create positive impact** – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision

**Strive for excellence** – Pursue continuous growth, high performance and improvement

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### OVERVIEW:

To provide support to people with a disability to assist them to achieve their goals, increase their independence and participate in community life.

IMPACT is a Child Safe Organisation and is committed to the safety and wellbeing of children and young people. All employees of IMPACT must follow the National Principles for Child Safe Organisations and all of IMPACT's internal policies and procedures in relation to safeguarding a child or young person.

The position of NDIS Support Worker cannot be achieved from home and must be performed in the workplace.

### MAIN DUTIES/RESPONSIBILITIES:

- Enhance opportunities for individuals to participate in community activities by promoting inclusion of people with disabilities or Mental Health in the life of the local community
- Assist participants to develop and maintain life skills and/or pre-vocational skill sets appropriate to their needs as identified in their NDIS plans
- Assist with implementing participant NDIS goals to enable learning and development that will assist to improve quality of life
- Create and maintain an inclusive environment that empowers people with a disability or Mental Health
- Provide information to participants and their families/carers in regard to organisational mission and values, the model of support being provided, policies and procedures (especially in regard to entry and exit, privacy and complaint mechanisms) and advocacy
- Encourage personal development including social and communication skills through recreation and leisure activities
- Provide on-the-job training, placement and support to participants according to their individual goals
- Participate in and contribute to meetings as required
- Other duties as required consistent with the level of competency of the position
- Administration duties are performed to a level that satisfies contractual requirements including recording of participant contact hours and personal details on internal database.
- Participating in organisational evaluations and completing organisational forms as requested
- Take reasonable care for personal health and safety in the workplace and that of others
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization. Where Higher Duties apply the relevant Award will be followed.

### CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

#### *Essential*

- Minimum of a Certificate III in Individual Support or a related field
- Completion of the NDIS Orientation Module
- Proficiency in Microsoft Office applications
- Covid Ability to work within a performance and compliance framework
- Completion of COVID-19 Training
- Yellow/ Blue Card
- Willingness to participate in on-going professional development
- Ability to work within and maintain a culturally sensitive environment
- Availability to work across all days inclusive of nights and weekends

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- High level of organisational, communication and problem solving skills
- Commitment to the principles of the Disability Services Act 2006 and the National standards for mental health services 2010
- Positive attitude, professional conduct and ability to work as part of a team

### *Desirable*

- Minimum of 2 years' experience working in NDIS
- Current First Aid Certificate

### **LICENSING AND ADMINISTRATIVE REQUIREMENTS**

***Please note that this is an NDIS Risk Assessed Role and therefor this position must obtain and hold all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.***

- Queensland Driver's Licence / C Class
- This is an NDIS Risk Assessed Role and therefore this position must obtain and hold a Possession of, or willingness to obtain, Prescribed Notice (Yellow Card) or NDIS Card and Working with Children (Blue Card). There may be a requirement to also obtain a National Police Check (AFP).

### Acknowledgement

I have received, reviewed and fully understand the position description for NDIS Support Worker. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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PRINTED NAME

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SIGNATURE

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DATE