

POSITION DESCRIPTION | Disability Support Professional (DSP)

Division:	Lifestyle, Independent Living
Classification:	Social Community Home Care & Disability Services Industry Award 2010 (SCHADS). Social and Community Services Employee Level 2
Direct Reporting to:	Manager
Liaising With:	Employees of Myhorizon, service participants, parents/carers, external organisations and members of the general public

Primary Function:

To support and assist individual service participants to develop and achieve their personal goals and reach their full potential in life through meaningful community participation and within the objectives of the Human Services Quality Framework (HSQF).

Duties:

1. Fulfill the classification requirements of the Social and Community Services Employee Level 2, Social Community Home Care & Disability Services Industry (SCHADS) Award 2010 and any amendments thereof;
2. Provide direct support to service participants to assist them in developing and achieving their chosen goals.
3. Assist service participants with planning, implementing and monitoring of effective programs and/or activities with a consistent service participant focus.
4. Assist service participants with personal care needs, including assistance with eating & drinking using appropriate feeding techniques; dressing, undressing and grooming; toileting and the use of continence aids, oral hygiene; showing and bed bathing and shaving (when required).
5. Assist service participants with domestic care (when required).
6. Assist in the safe lifting techniques such as mobility and transfer including in and out of vehicles and falls recovery techniques as instructed by Manual Handling Training and as per Hazardous Manual Tasks Code of Practice; and by relevant professionals (e.g. Physiotherapist).
7. Administer medication as per Medication Policy & Training; WHS procedures and individual service participant care plan.
8. Provide a combination of community access support and/or accommodation support.
9. Contribute to the design and delivery of individual positive behavior support plans.
10. Ensure all resources are in good working order and accounted for.
11. Participate in mentoring support together with DSP/Key Worker and/or nominated person as directed by the Manager and/or Assistant Manager.
12. Apply established work practices and provide feedback on these procedures and where improvement is possible, or revision is needed.
13. Participate in the development of and maintain level of competencies and key performance indicators as required for the position.
14. Actively participate in all Quality Assurance functions including continuous improvement activities, internal audits, policy development, and achievement of the organisation's quality objectives as detailed in the Quality Statement.
15. Exercise a duty of care to other employees, consumers, and members of the public by following all instructions in relation to Queensland Work Health & Safety ACT 2011 in Section 28: Duties of Workers while

at work, a worker must – take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

16. Abide by the requirements of Myhorizon QHSE Management System (QHSE) the Queensland Work Health and Safety Act (2011) and Regulations (2011), Codes of Practice and any amendments that may be legislated from time to time.
17. Participate in compulsory in-service training and other training as determined consistent with the organisations; Skills, Training and Development Policy.
18. Provide written and oral reports as requested, relevant to the position.
19. Maintain level of competencies and key performance indicators as required for the position.
20. Participate in performance appraisals as required.
21. Operate within the organisation’s budget allocations, financial controls and other requirements as outlined in the Staff Handbook, Quality Procedures, organizational policies and the Authority/ Reporting document relevant to the position.
22. Deliver services that are in accord with the Principles and Objectives of the Disability Services Act 2006, the Human Services Quality Framework (HSQF) and Key Performance Indicators and any amendments to the Act that may occur from time to time.
23. Operate in alignment with the stated Values Commitment of Myhorizon.
24. Contribute effectively as part of the team environment.
25. Communicate respectfully with the service participant, families, carers, and other employees of the organisation and members of the general public.

Qualifications/Licences:

Mandatory:

1. Significant demonstrated experience and/or Cert III in Community Services (Disability)
2. Demonstrated knowledge and expertise in working with services participants who have a disability
3. Current QLD Driver’s Licence
4. Current Apply First Aid Certificate including CPR
5. Disability Blue Card / DS Positive Exemption Notice Card (should you currently not possess a card/notice, Myhorizon application will be made on the first day of your employment)
6. Computer Skills – MS Office (Word, Outlook, Internet etc)

Desirable:

1. Behaviour Management Planning Skills

Skills, Knowledge and Attributes Required:

1. Sound knowledge of the Human Service Quality Framework (HSQF) and how they pertain to service participant focus as well as a demonstrated ability to lead their implementation in a day-to-day service delivery.
2. Demonstrates knowledge of relevant disability and the implications of this for effective service delivery.
3. Demonstrates knowledge of effective program implementation and monitoring.
4. Well-developed oral and written communication skills.
5. Self-management – demonstrated ability to plan, prioritise and organise your workload in a way that contributes to successful service user outcomes.
6. Ability to show initiative and innovation through successfully implementing programs with service users in age appropriate manner, maintaining a service user focus at all times and respecting individual service user preference wherever possible.
7. A commitment to implementing the Service Participant Policies of the Lifestyle and/or Independent Living Services of Myhorizon.
8. High level of problem solving and decision making skills.

Key Performance Indicators:

1. Meet - Hold or attain skills and knowledge of Human Services Quality Framework (HSQF) and Key Performance Indicators to support all service participants to meet individual goals and service delivery.
2. Meet – The requirements of resource management of all resources used for programs at Lifestyle and/or Independent Living.
3. Meet – Knowledge of HSQF and Key Performance Indicators.
4. Meet – Attendance to all staff meetings.
5. Meet – Participate in compulsory in-service training and other training as determined & consistent with the organisation.
6. Meet – All service level & online documentation and within document deadlines.
7. Meet – WHS requirements.

Physical Requirements of the position: (i.e. heat, lifting, sitting, driving etc.)

1. Standing & sitting for up to 8 hours per day with periodic breaks.
2. Driving and sitting in a vehicle for up to a 4 hour maximum between various locations.
3. Manual handling as per Hazardous Manual Tasks Code of Practice 2011
4. Ability to manual handle people with appropriate equipment and/or instructions and as per Manual Tasks involving the handling of People Code of Practice 2001
5. Ability to deliver personal care.
6. Working in an air-conditioned office and or in the external environment.
7. Ability to adapt and respond appropriately in changing situations or when under pressure.

Acknowledgment:

I, _____ (print employees full name) understand the requirements of the position as outlined and agree to perform these duties to the standard required of the position as detailed. Additionally I agree to immediately inform the person I directly report to and the CEO should any of my essential qualifications (mandatory requirements) lapse, including, but not restricted to my current driver's licence and positive blue card/DS positive exemption notice card. I further agree to adhere to all company policies, including, but not restricted to current Motor Vehicle Use Agreements. I understand that by not adhering to these requirements I could be terminated from my position.

Employee Name _____ **Signed** _____

Division _____ **Date** _____

Myhorizon

Witness Name _____ **Signed** _____

Position Description Authorised by:

Manager Name _____ **Signed** _____

Division _____ **Date** _____

Reviewed Date: 30th August 2017

Distribution Instructions:

Original: Attach to Personal Information form and send to Human Resources

Copy: Given to Employee