



HILLS COMMUNITY OPTIONS INC.

Job and Person Specification

Social & Community Services Employee Level 2

Position title: Community Accommodation Support Worker	Location: As required in any supported accommodation facility, or tenancy support situation, for HCO clients	Terms of engagement: As per contract
Award: Social, Community, Home Care and Disability Services Industry Award 2010	Classification: Level 2.1 Salary range: In accord with the nominated Award	Reporting to: Relevant Team Leader

Job and Person Specification Approval

Authorised by: CEO

Date: May 2013

Review date: May 2016

POSITION OBJECTIVE:

To contribute to the learning and development of clients that enables them to experience a responsible lifestyle that is commensurate with the general public and allows for effective community inclusion and the accomplishment of choice and control in accord with their own preferences and capacities.

POSITION RESPONSIBILITIES:

- In accord with Person Centred Active Support recognise and acknowledge client skills and capacities and encourage their further development that is consistent with their preferences and an improved quality of life
- To work co-operatively with the Team Leader in developing individual goals that result in effective communication and productive relationships for clients.
- To support client engagement in open community activities which enhance quality of life through the provision of individually appropriate physical, emotional, recreational and social supports and networks.
- To assist the Team Leader in the co-ordination and delivery of high quality services tailored to meet individual needs.
- To support clients in the acquisition of skills that result in greater independence and self reliance in personal and daily living.
- To ensure an environment whereby all clients are given the opportunity to express their own needs and aspirations whilst recognising the preferences of others.
- To work co-operatively with the Team Leader in developing household responsibility plans consistent with client aspirations and skills.
- To participate with the Team Leader and PSP Coordinator in the development of Person Centred Plans.
- To ensure that a "Duty of Care" is maintained with respect to client engagement
- To support clients in various medical and other appointments
- To maintain relevant records and documentation in the approved format and store securely as per organisational guidelines.
- To work effectively within and maintain sound organisational practices which maximise outcomes for clients.
- To assist and participate in projects as directed by management.
- To engage in staff meetings, which are mandatory, and engage in training programs in accord with management requirements.
- Other duties as required, in relation to client outcomes.
- To accept and abide by Hills Community Options Code of Ethics.

STANDARD REQUIREMENTS:

Values and Behaviours

Accepting a position at Hills Community Options Inc. indicates you accept, uphold and promote the values and behaviours of the organisation.

- All employees are expected to conduct themselves in a professional manner at all times.

EEO/Diversity

- All employees must recognise and adhere to the principles of Equal Opportunity. This means;
 - being non-discriminatory in all that is said and done in the workplace.
 - recognising the value of diversity within the organisation, clients and the broader community.

Confidentiality and Intellectual Property

- All employees are required to keep confidential any and all material that they work with or become aware of during their employment with Hills Community Options; except where the use, sharing and disclosure of information is a necessary requirement of their job. All work, ideas, patents, prototypes and the like created as part of the work of an employee or team at Hills Community Options remain the intellectual property of Hills Community Options.

Probity

- All employees must undertake their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. All employees must report any instances where a conflict of interest may arise either for themselves or for other employees of Hills Community Options.

Work Health and Safety

- All employees have an obligation to work safely at all times and not endanger their own wellbeing or the well being of others. This includes clients, other employees and members of the public. Hills Community Options employees must adhere to organisational policies, procedures and safe work practices at all times. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them and comply with all reasonable instructions in regard to WH&S matters.

Customer Service

- All employees are required to provide the highest level of customer service to the stakeholders they interact with while undertaking their duties.

Continuous Improvement

- All employees are required to undertake their duties in a manner where they strive for quality improvements in services and programs.

Other.

- All employees must be prepared to work at other Hills Community Options worksites should the need arise.
- Prior to appointment the prospective employee must undergo a Dept. of Community and Social Inclusion police check.
- All employees must participate in performance reviews and performance development opportunities as required from time to time.
- All employees are expected to attend work meetings and work outside normal hours as required.

PERSON SPECIFICATION:***ESSENTIAL REQUIREMENTS:*****Qualifications:**

- Certificate III Community Services (Disability) or equivalent, as a minimum.
- Senior First Aid Certificate.
- Current SA Drivers Licence.
- DCSI Child Related Employment Screening

Experience:

- Demonstrated capacity working with people with disabilities and their families, carers, advocates and networks to develop and maintain community inclusion.

Knowledge:

- Informed current knowledge of principles and practices relevant to best practice in service delivery pertinent to the Disability sector and Human Services generally.
- Understanding of relevant legislation pertinent to the meeting of statutory requirements for Disability Services Standards, WH&S, Equal Opportunity and Anti Discrimination.

Aptitudes and skills:

- An acceptance of and an ability to acknowledge and value the diversity of individuals.
- Ability to work within a human services team and contribute to team processes.
- Excellent communication and interpersonal skills.
- Demonstrated organisational and time management skills.
- Self motivation and initiative.
- Willingness to value individuals with disability as persons of worth and equality.
- Commitment to the rights, access, dignity and development of persons with disability.

DESIRABLE REQUIREMENTS:

Experience:

- Working in a situation with complex demands and some fragmented responsibilities.
- Working in isolation.

Knowledge:

- Knowledge of local community, non-Government and Government resources available to assist with client outcomes.

Aptitudes and skills:

- An attitude of tolerance and acceptance in relation to the differences evident in people.
- Competence in the use of computer programs including word processing, spreadsheets and databases.

Signature:

Date:

Name: