

J's Job Description



A job description describes the duties and responsibilities of a job. It can help you clarify what you want from the person in the role and can be used as the basis to develop your job advertisement.

While this job description is real, it is just an example. This means that the job tasks are just examples for you to look at. You can use it to help you prepare a job description. You do NOT need to have a job description, however, may choose to if you think it will help.

You can also check out the template from [The Fair Work Ombudsman](#).

Values/Vision Statement

J, his family and supporters proactively and passionately pursue a “good life” for J where he is included as a valued member of the community.

It is essential that J's support team share a set of values regarding people with disability, as follows:

- That all humans have value and the same fundamental human rights.
- People with disability have the same rights as others to self-development, sustaining relationships, opportunities to pursue interests and to make a contribution.
- People with disability are especially vulnerable and need their support circle to compensate for this by choosing only the most highly valued options for them.
- It follows that language choices must reflect people's dignity, that confidentiality must be closely guarded, that positive valued imagery should be cultivated and that devaluing groupings and activities must be rejected.

J, his family and supporters are committed to achieving for him a life that is inclusive. It is important that support team members understand that his activities and relationships must bring him into the full life of the typical community and not confine him to the margins. We seek genuine inclusion for J.

Our vision for J is of a life that encourages him to meet new people, build new relationships and maintain existing relationships, explore his interests, develop his skills, and experience real membership of his community, where he is individually known and valued. To achieve these outcomes, he needs substantial support from people who are committed to this vision and the values that underpin it.

General Information

Support workers work with J in his home and generally out and about in the community.

As such the role is quite varied and includes:

- Supporting J in typical activities carried out at home including social gatherings large and small.
- Supporting J's involvement in a range of domestic tasks related to independent living.
- Supporting J's participation in recreational and leisure activities at home and in the community.
- Supporting J in his work.
- Assisting J to engage with others in a range of social contexts.
- Assisting and modelling communication.
- Assisting J with personal care.
- Assisting J with health care overnight and during the day following procedures and protocols.
- Tutoring J, providing the assistance he needs to access his educational programme and achieve educational goals.
- Looking out for and exploring new social and work opportunities for J.



Job Description

Successful applicants will join a team that has a shared commitment to the values/vision statement we have included.

Responsibilities include: Providing support and assistance to J to:

- Establish social connections, develop and maintain friendships.
- Develop and retain skills.
- Enjoy genuine participation in the community.
- Acquire and fulfil positive social roles in the community.
- Explore his interests.
- Attend to personal care needs, ensure safety, and proactive and preventative health care.
- Work in partnership with his family and share information with other team members through agreed channels.
- Follow established procedures and protocols, and keep timely and accurate records.

Duty Statement



1. Social Inclusion

- Assist J in making connections with housemates and others, developing social relationships and friendships.
- Contribute to the communal, cooperative “vibe” at home with housemates, family and support team.
- Support J to engage with others.
- Help by breaking the ice, introducing and/or interpreting for J, modelling how people can communicate with him.
- Seek and explore new avenues for new social opportunities.
- Network and contribute ideas for social engagement.
- Seek opportunities where J can contribute to the community in a valued and meaningful way.

2. Communication

- Willingness to learn how to use J’s aided communication.
- Modelling aided communication with J and others.
- Providing and facilitating communicative opportunities.
- Contribute ideas for learning experiences and activities.
- Be flexible in approach.
- Provide positive feedback and encouragement.
- Record outcomes.

3. Personal Care

- Assist J with personal care as directed. Detailed information about J’s personal care will be provided during orientation and induction.
- Follow existing procedures and protocols.

4. Role Model

- The conduct of support workers should reflect that J is important and valued. They should be interested and express this in what he has to say and caring about how he looks and feels. They provide a powerful model for others to know how to approach and communicate with J.

5. Safety

- Provide support to ensure reasonable appropriate safety.
- Follow existing procedures and protocols.

6. Health Care

- Ensure good health is maintained and that appropriate preventative health care measures are undertaken. Detailed information about J’s health care needs will be provided during orientation and induction.

7. Maintenance of Records

- Keep records and an accurate timesheet. Submit when required for validation and payment.
- Communicate with others in the team through established channels.

8. WH&S

- Take care of your own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.
- Communicating any concerns in relation to health and safety to your employer to work out a solution.



Selection Criteria

Essential

Skills

- Demonstrated excellent listening and communication skills.
- Demonstrated prosocial skills, friendly, cooperative, empathetic and a strong ability to get along with others.
- Ability to contribute to learning, social experiences, activities and valued social roles.
- Demonstrated ability to approach and initiate relationships with other community members.
- Demonstrated ability to pay attention to detail, ability to follow procedures and keep good records.
- Demonstrated good organisational skills, reliable and responsible, do what you say you will do.
- Have a First Aid certificate or are willing to get.

Personal Qualities

- understand the importance of social inclusion.
- have a commitment to the full participation of people with disability within the community.
- have an open mind to see new ways of doing things and the values that underpin actions.
- show initiative and have good judgment.
- have energy and imagination in creating social opportunities that help cultivate friendships.
- be respectful, considerate and courteous.
- physically fit and strong as there is some manual handling required in this role.

Other

- available to work rostered hours as negotiated.
- be willing to work regular overnight shifts, by negotiation with the employer.
- have a clear police record and working with children check (or a working with vulnerable people check).