



AQA VICTORIA LTD

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AQA Qualcare

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POSITION DESCRIPTION – DISABILITY SUPPORT WORKER

Position Objective:	AQA Victoria Ltd supports people with a disability throughout the state of Victoria AQA Qualcare employs Disability Support Workers to provide personal care and support to people with a disability in their own homes and their local communities.																								
Pay and conditions:	<p>Entitlements are outlined in the AQA Victoria Ltd Collective Agreement 2009</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Grade 1</th> <th colspan="2">Grade 2*</th> </tr> <tr> <th>Part time</th> <th>Casual</th> <th>Part time</th> <th>Casual</th> </tr> </thead> <tbody> <tr> <td>Yr 1</td> <td>\$18.55</td> <td>\$23.19</td> <td>\$19.04</td> <td>\$23.80</td> </tr> <tr> <td>Yr 2</td> <td>\$18.92</td> <td>\$23.65</td> <td>\$19.41</td> <td>\$24.26</td> </tr> <tr> <td>Yr 3</td> <td>\$19.28</td> <td>\$24.10</td> <td>\$19.76</td> <td>\$24.70</td> </tr> </tbody> </table> <p>*To be eligible to enter Grade 2 the DSW must have a Certificate III Community Services – Disability Studies or equivalent</p>		Grade 1		Grade 2*		Part time	Casual	Part time	Casual	Yr 1	\$18.55	\$23.19	\$19.04	\$23.80	Yr 2	\$18.92	\$23.65	\$19.41	\$24.26	Yr 3	\$19.28	\$24.10	\$19.76	\$24.70
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Reports To:	<ul style="list-style-type: none"> • Team Leader • Service Coordinators 																								
Key working relationships:	<ul style="list-style-type: none"> • Clients • Client’s family / carers • AQA Service Coordinators and Administration staff • Personnel at community venues such as medical, educational and / or sporting etc 																								
Responsibilities:	<p>Provide personal care to people with a disability</p> <ul style="list-style-type: none"> • Personal grooming includes hair care, skin care, teeth cleaning etc • Personal hygiene includes showering bathing, sponge bathing • Toileting includes bowel care, urinary care and skin care • Menstruation management • Meal preparation and assistance • Transfers using equipment such as hoist and slide board • Light household tasks such as tidying of bathroom and bedroom areas, laundry, dishes etc 																								
Responsibilities: (continued)	<p>Disability Support Workers may be required to perform any or all of the duties outlined</p> <p>Provide support to people with a disability to access the community</p> <ul style="list-style-type: none"> • Assist people with a disability to carry out activities of daily living such as banking shopping appointments • Assist people with a disability to attend social recreational and vocational events • Disability support workers may be required to transport clients in their own vehicle <p>Disability Support Workers may be</p>																								

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Approval date: 30/03/2010

Last Reviewed:

Approval authority Chief Executive Officer

Contact officer Human Resources Coordinator

required to perform any or all of the duties outlined	<p>Other duties include:</p> <ul style="list-style-type: none"> • Adhere to AQA policies and procedures including OH&S, Medication and Incident Reporting • Complete communication notes and / or other documentation as required • Assist with exercise regimes • Assist people with a disability to take medication • Support people with a disability to go on a holiday • Complete timesheets and allowance forms correctly and submit to payroll prior to payroll deadline • Attend training courses as requested
Personal Attributes:	<ul style="list-style-type: none"> • Good interpersonal skills • Punctuality and reliability • Ability to work independently • Genuine desire to support people with a disability to be as independent as possible • Ability to work in a professional and respectful manner
QUALIFICATIONS AND EXPERIENCE	
Desirable:	<p>While there are currently no formal qualifications required to perform Disability Support Work, the following skills and qualifications are desirable:</p> <ul style="list-style-type: none"> • Certificate III in Disability and/or Aged Care • Level 2 First Aid Certificate • Experience in working in the disability and / or aged care fields • Current Victorian Drivers License and access to a reliable vehicle
Mandatory:	<ul style="list-style-type: none"> • Employment with AQA Victoria Ltd is subject to a satisfactory police check • All Disability Support Workers must complete Manual Handling prior to commencing working with clients • All Disability Support Workers must complete the Health declaration contained in the application form outlining any injuries or illnesses that may preclude them from carrying out the duties required Failure to disclose relevant information may result in termination of employment

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