



JK Care Supports
0473 535 787
hello@jkcaresupports.com.au

POSITION TITLE:	DISABILITY SUPPORT WORKER
COMPANY:	JK CARE SUPPORTS
REGION:	BENDIGO & SURROUNDS
BUSINESS UNIT:	SUPPORT WORK & PERSONAL TRAINING
CLASSIFICATION LEVEL:	SCH&DS AWARD
POSITION SUMMARY	JK CARE SUPPORTS will provide supports in a person centered and individualised manner to participants of the NDIS. Every participant will be unique in the supports they want and require. Outlined below will be duties that may be required and asked of you, but not limited to complete as a Support Worker employed with Firgun Strength & Performance
REPORTS TO:	DIRECTOR – JASPA ROBINSON

VISION, MISSION & VALUES

*Delivering person centered supports to individuals living with disabilities to support, empower and build the capacity of every person aligned with JK Care Supports.
Delivering honest, holistic and reliable care.*

JK CARE SUPPORTS

Is a sole trading business which provides individualised support services to Participants on the NDIS – National Disability Insurance Scheme. (Services will be outlined under the heading **Services**.) Supports delivered will be dependent on each individuals goals, capacity, NDIS funding and expected outcomes.

SERVICES

Help Around the House - Various forms of day to day assistance around the house.

- Assisting with yard care and home maintenance
- Cleaning, cooking and washing



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- Home office duties

In-Home Care - Support with routines around school, work and medication.

- Supervising or assisting with meal preparation
- Help with morning and evening routines
- Assistance with budgeting and paying bills
- Assistance with Independent Living Skills

Individual Empowerment – Support to build capacity to become more independent

- Assistance with effective decision making
- Assistance with advocacy and discussions with Service Providers at the request of the participant
- Ensuring choice and control is being upheld by participant
- Supporting the participant to understand choices with informed consent

Personal Care - Assistance with day to day health and hygiene care.

- Showering
- Bathroom assistance
- Meal assistance

Out and About - Assistance with accessing the community.

- Support in taking a class to learn new skills
- Volunteering in the community
- Going to social activities
- Sport and recreational activities (camping, fishing, bush walking and more)

Education and Employment - Learning and developing employable skills.

- Developing skills in School, University and Work
- Assistance with completing assignments
- Transition from school to further learning, work experience or work



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Transport - Assistance to get from A to B.

- Getting to appointments and therapy supports
- Day to day activities
- Transport to education or work
- Travel Training to build individuals capacity to independently travel
- Driving Hours for participants wanting to increase their current learner permit hours

Personal Training - Improving Fitness with participants. (I can not train participants with major health concerns or complex physical therapy needs unless instructed by a physiotherapist or their Health Care Professional.)

- Resistance training
- Powerlifting Training
- Boxing
- General sport practice

Respite Care - Support in Direct Support Worker's home

- Provide support in your home
- Overnight Stay
- Support with night and morning routine

All participants who engage with JK CARE SUPPORTS for supports, **MUST** be treated with respect and dignity at all times. Participants individual choice and control must be respected and upheld at all times, unless the participant is perceived to be in harms way or not complying with Victorian law.

COMMUNICATION

All employees must communicate directly with Jaspa, The Director should they have concerns or questions regarding the participants they are supporting. All communication should go via Jaspa prior to Service Providers and you may be asked or requested to communicate with Service Providers.

PERSONAL ACCOUNTABILITY



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All employees will work autonomously with the participants they are providing supports for and will be responsible for the wellbeing of the participant when they are in their care. If you require support or clarification, you are encouraged to contact Jaspa directly. All decisions made by the Support Worker remain their own decisions unless specifically instructed otherwise. All employees should demonstrate initiative when supporting participants and are expected to work with the participant to ensure their choice and control is being supported within their sessions. This may require you to make suggestions of activities to take place on the session. Employees must maintain the appropriate level of professionalism at all times.

REPORTING & ADMINISTRATION

All employees are to report to Jaspa, The Director immediately if they believe there is a reportable offence or incident that has occurred during your session. Each employer is expected to fill in an incident report when there has been an incident, including participant behaviour that is dangerous or a threat to you own, the participants or any individuals wellbeing. You are encouraged to contact Jaspa if you are unsure if you should fill out an incident report. These incident reports should be emailed or given to Jaspa in person to ensure efficient reporting and administration.

DEBRIEFING

As the Community Services Industry can be at times stressful and triggering, every employee is encouraged to contact Jaspa should they feel the need to debrief about a particular participant or incident. Jaspa will work with the employee to ensure they are well supported and where necessary put a plan in action to mitigate, reduce or eliminate work stressors. Employees will be encouraged to utilise a MHCP – Mental Health Care Plan for more severe instances.

Employees of JK CARE SUPPORTS are expected to uphold the vision, mission and values of the company at all times and should align their work ethics with these whilst delivering supports to all participants JK CARE SUPPORTS.

Each employee should feel supported by JK CARE SUPPORTS and we look forward to working with you as part of our hand selected team.

I, _____ declare I have read and understood the above and agree to undertake the duties outlined

1.



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<u>EMPLOYEE</u> Name: Signature: Date:	<u>EMPLOYER</u> Name: Signature: Date:
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