

Thank you for your interest in working with DARE Disability Support.

To make the recruitment process as smooth as possible, included in this pack is important information regarding our employment processes. Please take the time to read and understand it fully. If you have any questions regarding any of this information, please a member of the Human Resources team.

Please note, as part of your eligibility for employment with DARE Disability Support there are a number of checks that must be completed and these are outlined in the documentation you are required to complete.

DARE Disability Support is an equal employment opportunity employer. We will recruit and select the best person to fill each vacancy on the basis of his/her ability to meet the key selection criteria identified for that position.

Assessment will be based on evidence, which is objective, transparent and thorough. DARE Disability Support will take all reasonable steps, including security checks, to ensure that it does not place any of its' clients in avoidable situations of risk.

DARE Disability Support does not discriminate against family members of staff or clients. However, no family member will be employed where the placement would create a conflict between the interests of the staff member/s and the interests of any client. As far as possible, unless requested otherwise by the client, staff will be offered positions in either separate departments or, at minimum, separate work locations in order to avoid such a conflict of interest.

How to apply for a job

Your application will be used to decide whether you are invited for an interview. It needs to show why you are the best person for the job and how your skills, knowledge, competencies and experience meet the selection criteria.

Job Description

Please read the job description carefully. If you need clarification about the position or making an application, telephone or email the contact person mentioned in the advertisement.

Application Form

Fill in the 'Application for Employment' form (attached). Please ensure that you complete all sections of the form.

ABN: 15 000 692 366

Covering Letter

Please also complete a covering letter outlining how you meet each of the job requirements outlined in the job description. The best way to set out your letter is to list every criterion as a heading and then explain clearly under each one how you meet it. Use examples, where appropriate, and do not assume knowledge. If the essential criteria states that you need a drivers licence, tell us that you have a licence and note its expiry date. When you address each criterion, you should also include any relevant formal qualifications and experience.

Resume

You also need to include a resume with your application. This should set out details of your education and employment history. This should include relevant studies/qualifications and outline what type of work you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. You can also include details of training/professional development and list any voluntary or unpaid work.

Referees

You should also include either in your application or on your resume, the names and contact numbers of at least two recent work related referees. The selection panel will need to contact them as part of the selection process.

Criminal Reference Check

DARE Disability Service require a criminal reference check for all employee or volunteers who have interactions with people with a disability. You will be asked to provide a Criminal Reference Check should you be successful at interview. The Criminal Reference check must be dated within 2 months of interview. Where appropriate, applicants may be required to provide their Working with Children Check number.

Sending your application

You can send your completed application via post, email or fax. All applications should be addressed to the Human Resources team and sent using one of the following methods:

Email: careers@daredisability.org.au

Mail: 13-15 Scrivener Lane, Springwood, NSW, 2777

Fax: (02) 4751 6021

*For further information on DARE Disability, please visit our website
www.daredisability.org.au*

JOB DESCRIPTION

Title:	Disability Support Worker
Award:	Social, Community, HomeCare and Disability Services Award
Classification:	Level 2
Reports To:	House Co-ordinator/Community Activities Co-ordinator/Recreation Manager

Role Purpose

This position involves assisting clients with disabilities with daily living skills and community participation activities with the objective of maximising opportunities for positive individual outcomes. Community inclusion, independence, effective decision making, personal choice and human rights should be the primary focus of your work. You work in partnership with clients with disabilities and their support network to assist with practical implementation of plans and support to meet a person's goals. This is done within an environment that reflects the objectives of the National Disability Standards and complies with Dare Disability Supports' quality systems.

Role Requirements – You will:

- Understand the goals and aspirations of people you support and assist with the development and implementation of their Person Centred Plans.
- Assume the role of key worker for designated clients, including the preparation of reports on client progress.
- Provide personal care, behaviour support, self-care and daily living skills, social, community participation and other support as required.
- Administer and be accountable for medication as per procedures.
- Support people with a disability and their family/carers in the areas of life learning, participation, employment, inclusion in the community and accessing community services.
- Assist in organising individual and/or group activities, outings and transport.
- Present people with a disability positively and educate others in the community.
- Meet all reporting, documentation and administrative requirements.
- Work collaboratively with team members.
- Organise own work, manage time and contribute to work planning.
- Use effective listening skills and seek, provide and/or share practical information in an appropriate and respectful manner.
- Adopt a flexible approach.
- Respect confidentiality, privacy and dignity in the delivery of all services.
- Demonstrate diversity awareness to all stakeholders
- Adhere to organisation policy and procedures and all relevant legislation and standards, particularly Work Health and Safety.
- Appreciate the need for resourcefulness, creativity and adaptability within role boundaries.
- Be open to new approaches.
- Resolve routine problems and suggest changes where applicable.
- Ensure all company premises, vehicles and other resources are maintained to a high standard.

JOB DESCRIPTION

PERFORMANCE INDICATORS

Client Services

- Has the respect and confidence of clients, advocates and staff through positive interaction.
- Understands client plans, reports progress on goals and updates as required.
- Documented evidence of involvement in Personal Centred Plans development and implementation.
- People with disabilities and the organisation always represented in a positive manner.
- Clients adequately prepared for daily activities with clothing, medication, special requirements, food/snacks etc.
- Personal care is provided to clients in a dignified, caring and supportive manner.
- Documented evidence that clients have received correct medical and dietary intake as prescribed by medical practitioners and as per DARE policy and procedures.
- Support is given to clients meeting health, behaviour, emotional and practical needs.
- All routines/tasks assigned are completed each shift.
- All clients receive support as documented in plans e.g.; behaviour support, health and risk management.

Operational

- All paperwork completed as required, e.g. communication book, behaviour charts, medication charts and records, client record keeping, client finance records etc.
- Clients' files are updated, maintained and reviewed in a timely manner.
- Health care and associated plans are updated in accordance with specified timelines.
- Communicates relevant information to other staff, families or services in a professional and timely manner.
- All policies and procedures understood and complied with.
- Attends and actively participates in staff meetings.
- Attends relevant training and applies learning in role.
- Demonstrates organisation values in all areas of role.

Work Health and Safety

- All W. H. & S. instructions and procedures are followed exactly.
- Unsafe work practices or hazards are reported in an appropriate and timely manner and hazard forms are completed and submitted.
- Carry out assigned duties in a safe and proper manner to minimise the risk of self- injury or injury to other staff, clients or visitors.
- To maintain the health and safety of clients whilst understanding the dignity of risk and providing the least intrusive intervention in all personal care and other activities.

JOB DESCRIPTION

Corporate responsibilities

- Display a commitment to the Mission, Vision and Values of Dare Disability Support.
- Have a commitment to team work and contribute constructively to the team and organisational performance.
- Ensure that Dare Code of Conduct is adhered to at all times.
- Ensure that all Dare policies, procedures and work practices are adhered to at all times.

CRITERIA

Personal Qualities

- Able to adapt to changing circumstances and being able to prioritise work.
- Have the ability to follow guidelines.
- Demonstrate a genuine interest in supporting clients with a disability and be client focused.
- High standard of personal integrity, respect for others, patience and resilience.
- Have a commitment to human rights, inclusion and valuing difference and diversity.

Essential Criteria

- Genuine desire to provide the best quality care for people with disabilities.
- Have well developed communication and interpersonal skills including the ability to work and communicate effectively with clients, their families, community agencies and other professionals.
- Ability to work both independently and as part of a team.
- Capacity to meet physical requirements of the job including personal care, domestic duties, driving etc.
- Valid driver's licence.
- Working knowledge of National Disability Standards.
- A cleared Working with Children Check and national criminal record clearance.
- Understanding of community services / disability sector

Desirable Experience / Qualifications

- 2 – 3 years' experience in similar role
- Cert III in Disability
- Senior first aid certificate

I have read and understood the above job description

Name: Signature:..... Date: / /

*Your completion of this form will help us greatly in considering your application.
Failure to complete all sections of this application form may jeopardise your application.
To be completed in your own handwriting*

Date of Application: _____ **Position Applied For:** _____ **Date Available to Start Role:** _____

1. Personal Details

First Names:	Surname:
Date Of Birth: (Optional)	Phone:
Street Address:	
Email:	

2. Education

Secondary Schools Attended	To	From	Level Achieved

3. Further Education And Training

Institution	From	To	Type Of Training	Qualifications

Proof of Training, Qualifications or Membership of Professional Organisations Listed Above May Be Requested

Additional Studies Planned:

4. Employment Record - Current (or Most Recent) Position

Employers Name: _____

Referee: _____

Position Title: _____

Date Appointed: _____ Date Left: _____

Outline of Main Duties:

Reasons for Leaving:

5 Employment Record - Previous Positions (List last job first, accounting for all gaps in employment)

Please use separate page if you need more room

Employer	From	To	Duties Performed	Reason For Leaving	Referee

6. Employment References (List 3 If Possible)

Person's Name	Company	Position	Contact Number

7. General

What experience do you have that is relevant to this role?

What personal attributes /qualities will you bring to the role?

What skills, interests or hobbies do you have that will assist you do this role or would be relevant to share with people you are supporting?

What qualifications do you have that are relevant to this role?

Can you explain *in your own words* the purpose of the Disability Standards?

Have you had experience developing or implementing individual plans/person centred plans? Yes/No
(If yes, please explain your experience)

Have you had experience dispensing medication? Yes/No

Have experienced a person with Epilepsy/ having seizures? Yes/No

Are you comfortable with personal care for males? Yes/No

Are you comfortable with personal care for females? Yes/No

Do you have a current, NSW drivers licence? Yes/No

Licence type _____

Licence number _____

Expiry Date _____

Can you provide your own vehicle if required? Yes/No

Have you had experience driving a people mover/van? Yes/No

Do you have a current Senior First Aid certificate? YES/NO

Expiry Date _____

What is your availability for work?

Mon	Tues	Wed	Thur	Fri	Sat	Sun	
							Early (eg 6.00 am start)
							Day (eg starting from 7.00 am – finishing up to 4.00 pm)
							Evening (eg starting from 3.00 pm – finishing up to 10.00 pm)
							Sleepover (evening shift + overnight stay from 10pm – 6am)
							Awake shift (eg starting at 11.00 pm until 7.00 am)

Preferred work area:

☐ Accommodation

☐ Community Programs

☐ Recreation

Do you have any impairment or medical condition, which could interfere with your ability to complete the essential tasks of the job for which you have applied? Yes/No

(If yes, please provide details below)

Do you take any medication that may affect your ability to do the job? Yes/No

(If yes, please provide details below)

Do you agree to undertake a police background check? Yes/No

Are you a citizen of Australia? Yes/No

If no, are you legally allowed to work in Australia? Yes/No

What are your reasons for applying for this particular job?

DECLARATION

- A. I certify that the particulars contained in this employment application are correct.
- B. I give the organisation the right to verify information contained in this application with my former employers.
- C. If employed by the organisation, I agree:
- to work in accordance with the award under which I am employed, if applicable;
 - to abide by the policies and procedures of the organisation.
- D. I understand that any misleading information provided in this application or at interview may jeopardise my employment.

Applicant Name

Signature

Date