

# POSITION DESCRIPTION

## Disability Support Worker - Outside of School Hours Care



Position Title	Disability Support Worker – Outside of School Hours Care
Group	Outside School Hours Care
Modern Award / Agreement	Social, Community, Home Care & Disability Services Industry Award 2010
Classification Level	Level 3
Position Status	Casual
Reports to	Coordinator
Supervises	N/A

### About the YMCA of Brisbane

**Providing each and every person with opportunity to be healthy, happy and connected.**

Formed in 1864, the YMCA of Brisbane services over 10,000 members of the community every week and operates programs from over sixty-five sites in South East Queensland. The YMCA of Brisbane works from a base of Christian values to provide opportunities for all people to grow in body, mind and spirit. The services we provide at the YMCA help fund the benevolent arm of the organisation, Y-Care (South East Queensland) Inc.

**The YMCA of Brisbane is guided to achieve their mission by four key values:**

- Honesty
- Respect
- Caring
- Responsibility

### Industry Sector

The YMCA operates several OSHC services that provide before and after school care for children as well as school holiday programs. The YMCA's SOSHC services were specifically designed to cater for school age young people with a disability. Our approach to SOSHC is to provide a high quality, inclusive environment that gives children and young people the opportunity to learn, play, develop life skills and build lasting friendships in a safe, supported and friendly environment. Our programs and activities are aligned with the YMCA mission, to provide opportunities for all people to grow in body, mind and spirit.

### Position Summary

The Disability Support Worker will provide assistance and direction to the Specialist Outside School Hours Care (SOSHC) program to ensure that the programs offer inclusive environments that are a safe and enjoyable experience for all children attending the programs. This position will assist with service delivery and practice whilst supporting the engagement of all children within the program. The Disability Support Worker will contribute to the development of service practice and work alongside the Coordinator.

## Key Performance Indicators

- High levels of appropriate care, support and age appropriate activities implemented for children;
- Act as mentor, coach and trainer in appropriate methods and techniques for other staff;
- Ownership of work performed;
- Documented evidence demonstrates that service procedures are followed;
- Follow YMCA policies, practices and procedures;
- Promote and support the shared values of the YMCA of Brisbane.

## Duties and Responsibilities

### 1. Quality Educational Program Delivery

- Work cooperatively, ethically and respectfully with other educators and support each other's professional development;
- Develop and maintain respectful, inclusive, supportive, collaborative and responsive relationships with children and their families;
- Support the development and implementation of OSHC programs, including understanding of *My Time Our Place* Learning Framework, and National Education and Care National Regulations and Law;
- Provide assistance to children/ young person in your care with clothing, feeding, toileting and general hygiene (as required);
- Provide other special assistance as necessary for children/ young person with particular difficulties e.g. helping physically disabled pupils with typing or writing;
- Accompany individuals or small groups who may have to be withdrawn temporarily from the group;
- In conjunction with other members of staff assist in developing, implementing and evaluating training and behaviour programs to attain identified individual goals;
- Plan, implement and review systems to meet the individual needs of children;
- Monitor the safety and well-being of the clients and report any concerns to the Manager;
- Contribute to the continuous improvement of the service through reflective practice;
- Provide direct care support in accordance with children's individual support plans.

### 2. Leadership and Teamwork

- Support an understanding of the Disability Support Act and the NQF curriculum framework documents within the team;
- Liaise extensively with other staff to ensure the overall smooth and consistent running of the service;
- Actively contribute to a team environment through open communication, participation in regular staff meetings, planning processes and policy review;
- Provide back up and support to other staff as necessary;
- Attend professional development opportunities and network meetings as appropriate;
- Provide leadership and support to enhance the inclusion of children in the program;
- Lead staff in best practice at all times, support, engage, role model, mentor and work alongside staff in the program where required to increase knowledge of inclusive practices;
- Provide 1:1 or small group training and support in response to individual client needs;
- Use existing knowledge, skills and experience to adapt the way work is organized;
- Model and support team/room educators to utilise a variety of strategies to support inclusive practice in daily work.

### 3. Administration

- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS;
- Ensure completion of appropriate documentation, including file notes and incident reports as required;
- Ensure that all programming undertaken is appropriately maintained, documented and reviewed;
- Operate IT systems including, QikKids;
- Report to the YMCA of Brisbane on equipment and materials needed.

## Health, Safety and Environment

- Work in accordance with the medication administration policy, work health and safety procedures and client right's policies including privacy and confidentiality;
- Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- Maintain the work environment so as to minimise risk to both customers and staff and report identifiable risk so that immediate action can be taken;
- Comply with the YMCA's Work Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document;
- Comply with the YMCA's ICT Policies and procedures, the Privacy Act and maintain confidentiality of all YMCA information, records and files;
- Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual";
- Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy;
- Any other duties as determined by the Chief Executive Officer from time to time.

## Key Physical Requirements

- Walking / standing – Constant
- Sitting – interacting with children, facilitating activities – Constant
- Squatting/ bending/kneeling – Frequent
- Exposure to noise – Constant
- Working outdoors – Frequent
- Fine motor skills (keying, typing) – Frequent
- Gross motor skills (setting up, packing up) – Occasional
- Lifting/carrying up to 10kg - Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

## General

- Be ready to commence work at the start time listed on the service roster;
- Be suitably attired in YMCA uniform (shirt), closed in shoes, and YMCA name badge;
- Contact the Nominated Supervisor/ Coordinator as soon as possible prior to the commencement of a rostered shift if unable to attend work;
- Record attendance and ensure clock in and out of every shift via Time and Attendance system and inform the YMCA of your availability in the system;
- Any other duties as required within the Outside School Hours Care program or other venues as determined by the Chief Executive Officer from time to time;
- Refrain from using mobile phones during program unless instructed.

## Conditions of Employment

- This position is subject to the YMCA of Brisbane retaining the contract of management of the Mitchelton and Aspley Specialist Outside of School Hours Care services;
- Prior to being appointed to this position it is required that there is a full disclosure of any preexisting injuries or disease that might be affected by employment in this position.

## Position Requirements / Selection Criteria

### Essential:

- Certificate IV in Disability or other relevant qualification and/or equivalent support work experience
- Demonstrated working knowledge of appropriate curriculum frameworks and an ability to implement a high quality educational program that reflects the diverse nature of the Centre, local and wider community, based on the curriculum frameworks;
- Awareness and knowledge of the Disability Act 2006, National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011
- Demonstrated experience in the education and care of children School-Aged children
- 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 in a very busy environment and to work both independently and as a part of a team
- Understanding of privacy and confidentiality issues
- Understanding of the YMCA values and customer service standards and ability to demonstrate behavior consistent with both
- Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
- Current certification for First Aid, CPR, Asthma Management and Anaphylaxis Management, or willingness to obtain
- Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

### Approval

<b>Date Position Description Created / Revised:</b>	
<b>Position Description approved by:</b>	Chief Executive Officer
<b>Signed:</b>	
<b>Date of Approval:</b>	March 2018

## Acknowledgement and Acceptance of Position Incumbent

I acknowledge that I have received and reviewed a copy of the position description for the role of Disability Support Worker – Outside of School Hours Care.

I confirm that I fully understand all my job duties and responsibilities and that I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my service without it being specifically included in the position description.

I have discussed any questions about this job description with my immediate supervisor prior to signing.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**RETURN TO HR**

