

Kiama Municipal Council

Job Description

POSITION TITLE:	Support Worker
GRADE:	3
DEPARTMENT:	Community Services
ACCOUNTABLE TO:	Manager Community Support & Development
DATE	July 2010

OBJECTIVES

1. To provide support to older people, younger people with a disability and their carers.
2. To participate as an active member of a multi-disciplinary team.

SCHEDULE OF DUTIES

1. To conduct tasks as directed, in accordance with Work Method Statements. This may include (but is not limited to): personal care, grooming, respite care, transport, domestic duties, social activities and medication monitoring.
 2. Monitor a client's progress and report any concerns/changes to the appropriate personnel.
 3. Keep accurate and relevant documentation in client files.
 4. Actively promote and provide accurate information on services available.
 5. Establish and maintain effective communication within the multi-disciplinary team.
 6. Attend relevant meetings as required which may include: staff meetings, information sessions and client case conferences.
 7. Identify the need for training and attend relevant training as required.
 8. Deliver services in an ethical and professional manner that takes into account individual and cultural differences.
 9. Participate in workplace change process.
 10. Present a positive image of Council to the public.
 11. Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.
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MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out other duties as are within the limits of the employee's skill, competence and training.

I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

SPECIAL REQUIREMENTS

This position requires a current National Criminal Record Check.

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Accepted

Date:.....

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Supervisor

Date:.....
