

**BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC.
POSITION DESCRIPTION**

Position	COMMUNITY ACCESS SERVICE SUPPORT WORKER
Office location	Community Access Service 110 Wentworth Street, Blackheath, NSW 2785
BANC Central office location	Blackheath Area Neighbourhood Centre Inc (BANC). Gardiner Crescent, Blackheath NSW 2785
Accountability and reporting	This position reports to CAS Team Leader and then to the CAS Manager who reports to the BANC Management Committee via the Executive Officer.
Directly supervises	Nil
Internal liaisons	CAS Support Workers, CAS program Coordinators, CAS manager
External liaisons	Program Participants, Community members and facilities staff
Remuneration	SCHCADS Award Level 2 (Shift penalties apply)
Position duration	Casual. Hours dependent on service requirements.
Organisation context	<p>Blackheath Area Neighbourhood Centre is a multipurpose neighbourhood centre servicing the Blue Mountains region. BANC values are Inclusiveness; Sustainability and Equity and Social Justice.</p> <p>The Community Access Service is a sub-program of BANC specialising in providing supports for people with disabilities and people with mental health issues via ADHC funded day programs, recreation programs, ADHC Packages and National Disability insurance Scheme Supports. CAS has a broader geographical area of coverage than BANC, drawing from the wider Blue Mountains and Lithgow areas as well as from the Western Sydney region.</p>
Position objectives	<ul style="list-style-type: none"> • To ensure that people receive a quality supports. • To deliver supports according to the goals and wishes of the clients.
Judgment and decision making	This position, receives support and advice from the CAS Team leader, Support Coordinator and Manager, and requires the ability to provide support to people in line with their support plans with decision making based on established protocols, procedures and advice from senior staff where applicable.
Interpersonal skills	<ul style="list-style-type: none"> • Well-developed oral and written communication skills. • Ability to develop positive working relationships with stakeholders including staff, service participants and service partners

<p>Position responsibilities</p>	<ul style="list-style-type: none"> a) Deliver Supports in line with the National Disability Standards b) Recognise the <i>Dignity of Risk</i> and the least restrictive alternative for clients, while meeting staff <i>Duty of Care</i> responsibilities c) Provide supports to adults and children on an individual basis or in small groups d) Complete shift documentation and baseline data as directed, utilising our digital client management system e) Transport clients in one of BANC's vehicles or own comprehensively insured vehicle as required f) Administer medication to clients as required g) Assist with personal care as required h) Contribute to the team environment i) Attend and contribute to Staff Meetings j) Adhere to BANC's financial policies and procedures k) Maintain BANC resources within the guidelines of its policies and procedures. l) Promote projects and activities of BANC m) Any other relevant duties as directed by the CAS Team leader and/or Community Access Service Manager
<p>Key selection criteria</p>	<p>Selection Criteria for Casual Support Workers</p> <p>Mandatory requirements:</p> <ul style="list-style-type: none"> • Current resume and contact details of two referees • Current drivers licence • Current First Aid Certificate. • Working with Children Check number • Basic digital skills <ol style="list-style-type: none"> 1. Minimum Certificate 3 in Mental Health, Disability or higher qualification, or minimum 2 years experience working with people who have a disability and/or mental health issues. 2. Ability to work independently and as a member of a team. 3. An understanding of the challenges faced by people with disability and people with a mental health diagnoses, and their families/carers 4. Ability to deliver supports in line with a support plan 5. Ability to deliver supports which include skills development and



	<p>provide meaningful linkages with the wider community.</p> <p>6. Ability to undertake supports which include personal care.</p> <p>Desirable Criteria:</p> <ol style="list-style-type: none"> 1. Comprehensively insured vehicle and willingness to use it for work purposes (kilometre's reimbursed as per SCHADS award) 2. Experience supporting children with a disability
Other selection criteria	
Date of review	10/1/2017

