

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

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| <b>Position</b>                     | <b>BANC Access Support Worker</b>   |
| <b>Office location</b>              | 110 Wentworth Street, Blackheath NSW 2785   |
| <b>Accountability and reporting</b> | This position reports to BANC Access Service Coordinator.   |
| <b>Directly supervises</b>          | Nil   |
| <b>Internal liaisons</b>            | BANC Access Service Delivery Officer, BANC Access Support Workers, BANC Access Plan Management Officer, BANC Access Manager, BANC Access Support Coordinators, Finance Manager, Finance Assistant   |
| <b>External liaisons</b>            | Staff from other organisations, community members, facilities staff   |
| <b>Remuneration</b>                 | SCHCADS Award Level 1 or 2 depending on qualifications and experience   |
| <b>Position duration</b>            | Casual. Hours dependent on service requirements.  |
| <b>Organisational context</b>       | <p>Blackheath Area Neighbourhood Centre (BANC) is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains. Services include out of school hours care, NDIS services, and Neighbourhood Centre. BANC values are Inclusive, Fair, Professional, Committed, Responsive, Innovative. BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.</p> <p>BANC Access specialises in providing supports for people with disabilities and people with mental health diagnosis via the National Disability insurance Scheme and the DOH Continuity of Support Program.</p> |
| <b>Position objectives</b>          | <ul style="list-style-type: none"> <li><input type="checkbox"/> To ensure that people receive a quality supports in line with BANC Access' service policies and procedures and support delivery plans</li> <li><input type="checkbox"/> To deliver supports according to the goals, requirements and interests of participants.</li> </ul>  |
| <b>Judgment and decision making</b> | This position requires the ability to make decisions and solve problems based on previous decisions provided by the BANC Access Service Coordinator. The position will work to the day to day direction of the BANC Access Service Coordinator and / or their delegates.  |
| <b>Interpersonal skills</b>         | <ul style="list-style-type: none"> <li><input type="checkbox"/> Well-developed oral and written communication skills.</li> <li><input type="checkbox"/> Ability to develop positive working relationships with stakeholders including staff, service participants, community members and service partners</li> </ul>  |

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| <p><b>Duties</b></p>                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver Supports in line with the National Disability Insurance Scheme Practice Standards and the NDIS Code of Conduct</li> <li><input type="checkbox"/> Recognise <i>Dignity of Risk</i> and the least restrictive alternative for clients, while meeting <i>Duty of Care</i> responsibilities</li> <li><input type="checkbox"/> Provide supports to adults and children on an individual basis or in small groups</li> <li><input type="checkbox"/> Complete shift documentation and data as directed, utilising a digital client management system</li> <li><input type="checkbox"/> Transport clients in one of BANC’s vehicles or own comprehensively insured vehicle as required</li> <li><input type="checkbox"/> Administer medication to clients as required</li> <li><input type="checkbox"/> Assist with personal care as required</li> </ul> <p><b>BANC duties</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with all BANC policies and procedures</li> <li><input type="checkbox"/> Act according to the BANC Code of Conduct</li> <li><input type="checkbox"/> Comply with BANC’s Work Health and Safety Policy</li> <li><input type="checkbox"/> Promote a positive image of BANC to members of the public</li> <li><input type="checkbox"/> Promote the service where possible, including on social media platforms</li> <li><input type="checkbox"/> Contribute to the team environment at BANC and its overall aims</li> <li><input type="checkbox"/> Actively participate in staff meetings, service planning, supervision and performance appraisals as directed</li> <li><input type="checkbox"/> Read and respond to relevant minutes and memorandums</li> <li><input type="checkbox"/> Maintain BANC resources within the guidelines of BANC Policies and Procedures</li> </ul> |
| <p><b>Mandatory requirements</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Resume and contact details of two current referees</li> <li><input type="checkbox"/> Current driver’s licence</li> <li><input type="checkbox"/> Current First Aid Certificate</li> <li><input type="checkbox"/> Working with Children Check number</li> <li><input type="checkbox"/> Criminal Record Check number</li> <li><input type="checkbox"/> Basic digital skills</li> </ul>   |
| <p><b>Selection criteria</b></p>     | <ol style="list-style-type: none"> <li>1. Ability to work independently and as a member of a team.</li> <li>2. Flexibility to work shifts from 2 - 8 hours duration across variable days</li> <li>3. Understanding of the challenges faced by people with disability and people with a mental health diagnoses, and their families/carers</li> <li>4. Ability to deliver supports in line with a support plan</li> <li>5. Ability to deliver supports which include skills development and provide meaningful linkages with the wider community.</li> <li>6. Ability to undertake supports which include personal care</li> <li>7. Completion of the NDIS Commission online module Worker Orientation Module ‘Quality, Safety and You’.</li> </ol> <p><u>Desirable Criteria</u></p> <ol style="list-style-type: none"> <li>1. Comprehensively insured vehicle and willingness to use it for work purposes (reimbursed as per SCHADS award)</li> <li>2. Experience supporting children with a disability</li> </ol> <p><u>Additional criteria for Grade 2 roles</u></p> <p>Certificate 3 in Individual Support (Mental Health, Disability) or higher qualification;<br/>OR minimum 2 years’ experience working with people who have a disability and/or mental health diagnosis.</p>   |
| <p><b>Date</b></p>                   | <p>June 2020</p>  |