

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

<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.</p> <p>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>
<b>Position objectives</b>	<ul style="list-style-type: none"> <li>• Ensure that people receive quality supports in line with BANC policies and procedures and support delivery plans</li> <li>• 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>• Well-developed oral and written communication skills</li> <li>• Ability to develop positive working relationships with stakeholders including staff, service participants, community members and service partners</li> </ul>

<p><b>Duties</b></p>	<ul style="list-style-type: none"> <li>• Deliver supports in line with the National Disability Insurance Scheme Practice Standards and the NDIS Code of Conduct</li> <li>• Recognise <i>Dignity of Risk</i> and the least restrictive alternative for participants, while meeting <i>Duty of Care</i> responsibilities</li> <li>• Provide supports to adults and children on an individual basis or in small groups</li> <li>• Complete shift documentation and data as directed, utilising a digital client management system</li> <li>• Transport clients in one of BANC’s vehicles or own comprehensively insured vehicle as required</li> <li>• Administer medication to clients as required</li> <li>• Assist with personal care as required</li> </ul> <p><b>BANC duties</b></p> <ul style="list-style-type: none"> <li>• Comply with all BANC policies and procedures</li> <li>• Act according to the BANC Code of Conduct</li> <li>• Comply with BANC’s Work Health and Safety Policy</li> <li>• Promote a positive image of BANC to members of the public</li> <li>• Promote the service where possible, including on social media platforms</li> <li>• Contribute to the team environment at BANC and its overall aims</li> <li>• Actively participate in staff meetings, service planning, supervision and performance appraisals as required</li> <li>• Read and respond to relevant minutes and memorandums</li> <li>• Maintain BANC resources within the guidelines of BANC Policies and Procedures</li> </ul>
<p><b>Mandatory requirements</b></p>	<ol style="list-style-type: none"> <li>1. Resume and contact details of two current referees</li> <li>2. Current NDIS Working Screening Check</li> <li>3. Current Working with Children Check</li> <li>4. Completion of the NDIS Worker Orientation Module</li> <li>5. Current First Aid Certificate</li> <li>6. Basic digital skills</li> <li>7. Current driver’s licence</li> </ol>
<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 deliver supports which include personal care</li> <li>7. Comprehensively insured vehicle and willingness to use it for work purposes</li> </ol> <p><u>Additional criteria for Level 2 role</u>  Certificate 3 in Individual Support (Mental Health, Disability) or higher qualification;  OR minimum 2 years’ experience working with people who have a disability and/or mental health diagnosis.</p>
<p><b>Date</b></p>	<p>May 2021</p>