



## Role Description

### Disability Support Worker

#### Purpose

As part of a team, carry out lawful duties, directions (as per individual duty roster), and group/program/individual activities aimed at supporting and assisting persons with a disability in their living and/or community environment. Staff are also expected to present a positive and professional image of the organization when interacting with clients, family members, advocates, service providers, funding bodies and the general community. To support people living in their own homes in their day-to-day living. Facilitate community inclusion and participation, dependent on individual needs, abilities and preferences, and support clients to establish and maintain relationships and interests through access to community activities, venues and services

#### Selection Criteria

- Cert III or equivalent in Disability Support.
- Knowledge of NDIS requirements.
- First aid certificate.
- Experience in the disability sector.

#### Mandatory Role Requirements

- Provision of documentary evidence of right to work in Australia.
- Signed Confidentiality Agreement.
- Attainment of a Criminal Record Check showing no convictions for a *prescribed criminal offence* according to the *NDIS (Practice Standards – Worker Screening) Rules 2018*.
- May involve travel to and from meetings or training outside normal business hours.
- Successful completion of Worker Orientation Module ‘Quality, Safety and You’.
- Signed Code of Conduct.
- Signed acknowledgement in Worker’s Handbook.
- Monitor and respond to correspondence generated via HR Advance, email, ProjeX, Webcare or other management communication system

#### Other Role Requirements that may be deemed necessary

- Degree or equivalent relevant qualifications or extensive experience in the Community Services Sector.
- Working with Children Check (WWCC).
- Current Driver’s License.
- Current First Aid Certificate.
- Achieve (as a minimum) core units of Certificate III in Individual Support within 6 months of commencement
- Minimum of Third Party Car Insurance on a Private Motor Vehicle if used to transport Macleay Options participants.

Applications addressing the Essential Criteria, to be forwarded to the HR Manager Steve Smith  
E: [hr@macleayoptions.org.au](mailto:hr@macleayoptions.org.au) or delivered to 19 Elbow St West Kempsey.  
For further information please phone Steve on 1800462253