



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

SUPPORT WORKER

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE: SUPPORT WORKER

LEVEL: LEVEL 2.1 TO 2.4

PROGRAM: AGED CARE PROGRAM

LOCATION: 76 Dick Ward Drive
Coconut Grove

POSITION: WEEKDAYS & WEEKENDS

REPORT TO: PROGRAM MANAGER &
TEAM LEADER

MORE INFO: HR Department
T: 08 8948 3733
E: hr.officer2@larrakia.com

Reviewed May 2020

PROGRAM DETAILS

The **Aged and Disability Care Program** assists frail aged and younger people with disabilities and their carers living in the Greater Darwin and Palmerston regions. They provide culturally appropriate services that are tailored to the requirements of our clients, to maintain and increase their independence and assist them to live as valued and participating members of the community. We have a focus on Aboriginal and Torres Strait Islander clients, however we do also provide our services to non-indigenous people.

Specifically, the program provides the following services:

Meals at home (provision of meals that are prepared and delivered to clients who are unable to prepare their own meals or maintain an adequate nutritional intake);

Centre-Based Activities (provide structured group activities designed to develop, maintain or support the capacity for independent living and social interaction which are conducted in a centre-based setting. It also includes outing and day trips conducted by the centre and providing some meals at the centre);

Transport (co-ordinate and/or provide individual transport services);

Social Support (provide assistance by a support worker, in the home or outside the home to access community facilities and services. This service aims to maintain a client's community connection and fulfil the need for social interaction and wellbeing);

Personal Care (provide assistance with self-care, such as eating, bathing, toileting, dressing, grooming and mobility);

Domestic Assistance (provide assistance with domestic chores, including assistance with cleaning, dishwashing, clothes washing and ironing, shopping and bill paying. May also include help with meal preparation).

OBJECTIVE

To provide personal care and/or home support services to maximise independence and promote wellbeing and re-enablement to allow the client to continue to live in the community as they so choose.

KEY RESPONSIBILITIES

- To provide care assistance to each client in accordance with the service plan and as directed by the Program Manager and Team Leader;
- To maintain client confidentiality at all times;
- To monitor the safety and wellbeing of the client and report any concerns to the Team Leader and Case Manager, where required;
- To participate in training programs, professional development and performance reviews;
- To accurately record each visit and relevant information in progress notes;
- Be punctual, reliable, work to industry standards and maintain a neat and tidy appearance;
- Ensure program assets are maintained to the highest standard and report any maintenance issues when required;
- Ensure effective communication regarding client health & wellbeing, including involvement and contribution to regular and consistent team meetings and handovers;
- Adhere to safe work practices and organisation and industry specific policies and procedures, including privacy and confidentiality requirements; and committing to being vaccinated for influenza annually.
- Other position related duties as requested by the Program Manager and Team Leader; and
- Maintain respect for Larrakia people and traditional country.

KEY QUALITIES

LNAC considers that the following personal qualities are vital to a **Support Worker**:

Organisational

- Demonstrated ability to work in a small team environment and autonomously as required
- Ability to work within allocated timeframes
- Ability to source cooperation and assistance from other staff, management and community members

Personal Attributes

- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Caring and supportive attitude
- Patience, empathic and a high level of professionalism
- Physically fit and able to lift heavy objects
- Good interpersonal skills and manner
- Willingness to adapt to work in a challenging environment
- Genuine appreciation of Indigenous people and culture

Commitment and Application to Duties

- Provide courteous and prompt attention to information requests
- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Observe all safe work practices

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Previous experience in a similar role and Certificate III (or higher) in Aged Care & Disability
SC2	To respect and respond to the individual needs and preferences of the client and communicate effectively with clients, significant others and the organisation
SC3	To understand and demonstrate the importance of accurate documentation and confidentiality of client's details
SC4	Ability to work under limited direction, exercise initiative and apply good time management and organisational skills
SC5	Demonstrated interpersonal, written and oral communication skills to communicate effectively with clients and colleagues
SC6	To understand and demonstrate safe work practices and adhere to organisation policies and procedures
SC7	Flexibility to work weekdays, weekends and evening shifts
SC8	Current NT Driver's License (C Class)

It would be considered an **advantage** if applicants also possess:

1	Identify as Indigenous
2	Understanding of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture
3	Experience working with Indigenous people in the community with complex needs

Note: All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, undertake a Police Clearance, Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page **ONLY** if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____ / ____ / ____