

Position Description

Role	Support Worker
Primary Objective	To support people to live day to day as independently as possible.
Direction and Supervision	As Edmen is a labour provider and not the Service Provider, you will be on-hired to an Edmen host client and will always be under the control, direction and supervision of Edmen's host client. Edmen on-hired staff are supplementary to the host client's workforce.
Shift Allocation	You will be allocated assignments by an Edmen Service Coordinator.
Employment Type	You will be employed as a Casual employee engaged on a shift by shift basis.
Characteristics of position	<p>You will work under close direction and undertake routine activities which require the practical application of basic skills and techniques.</p> <p>General features of work consist of performing clearly defined activities with outcomes being readily attainable. Your duties will be closely monitored with instruction and assistance being readily available from the host client.</p> <p>Freedom to act is limited by standards and procedures of the host client. However, with experience, you may have sufficient freedom to exercise judgment in the planning of your own work within the host client's confines.</p> <p>You will be required to familiarise yourself with the goals and objectives of the host client's workplace.</p> <p>You will be responsible for the time management of your own work and required to use basic numeracy, written and verbal communication skills, and where relevant, skills required to assist with personal care and lifestyle support.</p> <p>Supervision of other staff or volunteers is not a feature of your position. However, with experience, you may have technical oversight of a minor work activity.</p>
Responsibilities	<p>Depending on the requirements of the host client assignment, you may be required to perform care and support activities whilst on-hired to our host client under the control, direction and supervision of our host client.</p> <p>You will have resident contact and interaction including attending to their personal care under direct or routine supervision from the host client and work either individually or as part of a team as part of the delivery of services.</p> <p>You may be required to undertake the preparation of the full range of domestic duties including cleaning and food service under general supervision of the host client.</p> <p>You will need to apply established practices and procedures.</p>

Core Requirements	<p>The following core requirements are relevant to your position:</p> <ul style="list-style-type: none"> • Uphold the dignity and respect in all aspects of the lives of people supported. • Maintain confidentiality of all personal information. • Complete any shift notes as directed by the host client. • Ability to time manage shift requirements. • Ensure any incidents, near misses are reported to the host client supervisor as soon as possible. • Ability to work under direct supervision and direction. • Follows host client workplace health and safety guidelines and instructions. • Work in accordance with medication administration policy of host client. • Effective listening skills and communicates in an appropriate and respectful manner. • Takes on board, accommodates and accepts feedback.
Skill, Knowledge and experience	<p>The following skills, knowledge and experience is relevant to your position:</p> <ul style="list-style-type: none"> • Developing knowledge of the host client’s workplace function and operation. • Basic knowledge of administrative practices and procedures relevant to the host client’s workplace. • A developing knowledge of work practices and policies of the relevant work area in which you work for the host client. • Basic numeracy, written and verbal communication skills relevant to the work area in which you work for the host client.
Organisational relationships	<p>You will work under the direct supervision of the host client.</p>
Extent of Authority	<ul style="list-style-type: none"> • Your work outcomes are clearly monitored by the host client. • Your freedom to act is limited by standards and procedures of the host client. • Solutions to problems are found in established procedures and instructions with assistance readily available from the host client. • Project completion according to instructions and established procedures. • No scope for interpretation.
Licenses and Accreditations	<ul style="list-style-type: none"> • Cleared Criminal History check • Cleared Working With Children check • Australia Drivers Licence • First Aid certificate or willingness to undertake First Aid certificate • Must satisfy all Visa requirements for Working in Australia