



Job Description

Role: Senior Support Worker

About Civic:

Our vision “***Human Potential, Realised***”.

Civic Disability Services is a not-for-profit organisation that provides services to individuals with intellectual disability and mental illness. We aim to create a society where people have the opportunity to reach their full potential, achieve their goals and participate as a valued member of the community.

Objective:

Reporting to the Practice Leader, the role provides leadership in ensuring the team focus on delivery of Person Centred Active Support to our clients, according to the Practice Framework. The Senior Support Worker has a well-developed understanding of the practice and makes decisions and problem solve issues, deferring to the Practice Leader where appropriate. They coordinate some aspects of service delivery to ensure our Clients' human potential is realised.

DUTIES AND RESPONSIBILITIES:

- 1) Lead the team to deliver Person Centred Active Support according to the Practice Framework in all aspects of Client care.
- 2) Model Person Centred Active Support to the team, families, Civic and the community.
- 3) Advocate for Clients, providing the right amount of liaison between families, guardians, community groups, healthcare professionals, teachers and other services in the individual's life.
- 4) Assist the Practice Leader in recruitment and selection of Support Workers with the best potential to match Client needs and expectations.
- 5) Ensure Support Workers receive thorough and appropriate induction enabling successful integration to the Client's life.
- 6) Actively participate in and lead Team Meetings specific to site.
- 7) Assist the Practice Leader to manage the budgets, administrative and financial systems and records of the program and monitor their use in accordance with the organisation's requirements.
- 8) Follow the Policies and Procedures of Civic and ensure Support Workers also follow them.