

Job Package

Your Choice Support Worker

Pathfinders

Pathfinders

Pathfinders is a large community-based organisation providing, Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, Aboriginal Birth Certificate Program, Disability services, Links to Learning, Support Your Path, Aboriginal Transition to School Program, and Out of Home Care services, including Foster Care. Services are located across the New England North West Tablelands, Hunter Regions and in the Mid North Coast Regions of NSW.

Pathfinders vision is that persons with a disability including children and young people, families, female and males are supported to experience a full and valued life to the best of their ability. Where participants are free of neglect and all forms of Domestic and Family Violence, are able to achieve their full potential and are supported by appropriate services to achieve their dreams and goals.

Support Your Path

Support Your Path provides innovative and personalised direct care supports to people with disabilities. Support Your Path oversees three programs: Your Home, Your Choice and Your Life. Each program has been established to provide individualised supports to people to best fit with our participant's needs to assist them achieve greater independence, build social connections, learn life skills for the best life possible.

Role of Your Choice Support Worker

To deliver support services by assisting participants who require assistance with daily life tasks, with a strong focus on developing the skills of people to live as autonomously as possible.

The Your Choice Support Worker will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW and provide services to Aboriginal and non-Aboriginal children, young people and families.

Travel will be an expectation

Essential criteria

- Relevant tertiary qualification or willingness to obtain and/or demonstrated experience in Human Services setting.
- A passion for supporting the human rights of people with a disability and a focus on person centred practices and outcomes.
- Ability to work across a range of rostered shift times, days and sleepovers that meets the needs of our participants. The ability to be available to work at short notice if required.
- Listing of special interest, hobbies, sporting and community involvement.
- Commitment to ethical work practices including maintaining professional boundaries.
- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Demonstrated high level verbal and written skills, computer skills along with knowledge particularly of Microsoft Office 2010 (MS Word, MS Outlook, MS Internet Explorer etc).
- Demonstrable understanding of Confidentiality.
- Willingness to adopt Pathfinders program philosophy and engage in training when provided.
- Provide First Aid Certificate or willingness to obtain.
- Provide a copy of unencumbered driver's licence.
- Provide a current paid NSW Working with Children check number.
- Provide a current National Criminal History check.

Inquiries

Application Enquiries – Trish Parker, Human Resource Manager, 0437 695 129 or email: hr@pathfinders.ngo

Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two current work related Referees (at least one referee should be a recent supervisor).
2. Please email applications to hr@pathfinders.ngo OR

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.



Support Your Path

Position Description

Your Choice Support Worker

Position Title:	Your Choice Support Worker
Responsible to:	Corporate Services Manager
Program:	Support Your Path
Supervises:	Nil
Position Status:	Casual – negotiable
Locations:	Armidale/MNC/Glen Innes/Inverell
Salary:	SCHADS Modern Award Level 4 (negotiable based on experience and qualifications)
Hours:	Variable on basis of shifts worked

Purpose of position

The purpose of the position:

- Your Choice Support Worker will work with team members, participants (one-on-one or in a group setting), families and carers to provide individualised supports for people with disabilities.
- Supports will provide safe, nurturing support to assist participants to achieve their individual goals and dreams.
- Assist participants who require assistance with daily life tasks, with a strong focus on developing the skills of people to live as autonomously as possible.
- Assist people to achieve their full potential.

Your Choice Support Workers will:

- Provide supports to participants, as per their NDIS plan to achieve goals set.
- Undertake day-to-day activities, as required, in a residential setting.
- Work with the Pathfinders Management and staff when required.
- Adhere to the Staff Code of Conduct and Policy and Procedures

Essential Criteria:

- Relevant tertiary qualification or willingness to obtain and/or demonstrated experience in Human Services setting.
- A passion for supporting the human rights of people with a disability and a focus on person centred practices and outcomes.
- Ability to work across a range of rostered shift times, days and sleepovers that meets the needs of our participants. The ability to be available to work at short notice if required.
- Listing of special interest, hobbies, sporting and community involvement.
- Commitment to ethical work practices including maintaining professional boundaries.
- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Demonstrated high level verbal and written skills, computer skills along with knowledge particularly of Microsoft Office 2010 (MS Word, MS Outlook, MS Internet Explorer etc).
- Demonstrable understanding of Confidentiality.
- Willingness to adopt the Pathfinders program philosophy and engage in training when provided.
- Provide First Aid Certificate or willingness to obtain.
- Provide a copy of unencumbered driver's licence.
- Provide a current paid NSW Working with Children check number.
- Provide a current National Criminal History check.

Specific tasks and responsibilities

Your Choice Support Workers will:

- Work to provide a caring, stable support service for participants.
- Provide day-to-day support to assist participants to reach individual goals.
- Perform a range of care supports such as maintaining the physical environment, domestic duties, attending to health, nutrition, medical, educational, personal hygiene and recreational needs of participants.
- Maintain appropriate case notes using Support Your Path systems, timesheets, and any other paperwork relevant to the program to an acceptable standard.
- Maintain professional boundaries with staff and participants at all times.
- Respect the confidentiality and human rights of all participants.
- Actively participate in all matters which foster teamwork and overall service quality.
- Ensure all Pathfinders property and vehicles are maintained to the appropriate standard.
- Work shift, weekend and public holidays as directed.
- Complete all reasonable tasks as directed.
- Positively promote Support Your Path and build networks with other agencies and the community including stakeholders.
- Undertake training as directed.
- Participate in staff meetings, performance development meetings and yearly staff appraisals meetings.
- Adhere to Pathfinders Code of Conduct and Policy and Procedures

Professional Development

- Attend regular professional development meetings, annual performance appraisals, debriefing and discussion of issues that may need action.
- Pursue ongoing personal and professional development in order to enhance contribution to the organisation.

Industrial Relations

- To be aware of the relevant Awards and conditions.

Pathfinders - Purpose and Goals

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

The challenge and vision Pathfinders has for our Families, Children and Young People is to provide them with opportunities to build strong and permanent relationships and be cared for in ways which build and expand their personal skills and life opportunities.

Pathfinders Vision

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

Pathfinders Mission

To empower people to live with hope and equal opportunity to achieve their potential.

Pathfinders Principles of Service

The following principles guide our provision of services to children, young people and their families:-

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination on the basis of religion, gender, race, sexuality or disability
- Quality service provision on the basis of equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

Pathfinders across the New England, North West Tablelands, Hunter and Mid North Coast

Pathfinders is now located in offices across the New England, North West Tablelands and Hunter Regions at Moree, Inverell, Glen Innes, Tamworth, Muswellbrook and Armidale and the Mid North Coast at Kempsey, Taree, Port Macquarie and Coffs Harbour.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family support services, juvenile justice, youth work, child protection, family referral services and Out of Home Care services.

Pathfinders programs and services include:-

- Youth social, recreational and vocational programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link client with appropriate support agencies
- Refuge and supported accommodation services to young people
- Full time residential support for young people in out of home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child projection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of residential out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families

I acknowledge and have read and understood my responsibilities associated with this Job Description.

Employee Signature

Date