



Job Description

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

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

Role: Employment Support Worker

Reporting: The role reports to ES Partner or various positions depending on the service

Direct Reports: Nil

Objective:

The key objectives of the role are to:

1. Work with supported employees to develop career plans and build their capability and confidence through employment;
2. Evaluate learning needs for supported employees, develop and implement learning opportunities, and access learning resources inside and outside Civic to build capability and realise potential;
3. Deliver Practice Framework in line with client plans.

Duties and responsibilities:

1. Work with the team to make sure career goals are assessed, planned, evaluated and delivered and documented in line with our Practice Framework & legislation requirements.
2. Work with Leaders and Managers to identify learning needs for employees, develop and implement learning opportunities related to the career plan, and coordinate learning resources inside and outside of Civic to build capability and realise potential.
3. Coordinate with internal and external service providers, families and guardians and other employees to understand the needs of employees as they relate to the workplace and develop plans to incorporate supports into the workplace that meet Practice Framework. Seek assistance from practice leaders and clinical staff as needed.
4. Work with other employees to build their understanding of the needs of individual employees and how they can achieve their goals in line with Practice Framework & NDIS plan.
5. Coordinate workplace onboarding for new employees. Work with Practice Leaders and the team to develop individualised onboarding plans so new workers can successfully transition to their role.
6. Oversee and support with medication administration, behavioural support strategies, and other requirements for employees in the workplace. Seek support and referrals



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from internal and external resources, with the assistance of the Manager or Leader when required, to better support employees in their workplace.

7. Use Civic systems to create and maintain client records.
8. Comply with mandatory reporting requirements that apply to the service. Escalate issues and risks in line with critical incident and risk management requirements, as appropriate
9. Any other duties as directed by the Manager within the scope of the position and competence of the employee concerned

Essential Criteria

- Diploma or higher, or studying towards a degree, in social work, community services, disability, nursing, allied health, health or similar.
- Experience working with a Person Centred Active Support Model which focuses on client choice, strengths and active participation in their life.
- Min 2 years experience working with employees who have a disability
- Experience assessing, developing, implementing and reviewing client plans, goals and supports would be a huge advantage.
- The ability to find unique and sometimes left of centre ways to support clients to realise their potential and provide choice and active participation in their lives
- The ability to translate sometimes complex concepts, policy and legislative requirements into a language and format that clients, employees and others can understand and use.
- The ability to hear, engage and resolve.
- A passion for creating an incredible customer and employee experience that allows people to realise their potential.
- Unrestricted Drivers Licence.
- First aid certificate.