



POSITION STATEMENT

POSITION TITLE:	People Outdoors Lead Disability Support Worker
REPORTS TO:	Manager
ROLES REPORTING TO THIS ONE:	nil
WORKS SIGNIFICANTLY WITH:	Camp Co-ordinator , Disability Support Workers & Volunteers
PREPARED BY:	MP October 2021

The Not For Profit Australian Camps Association (ACA), the national peak body for residential camps and outdoor providers, believes that participating in supported outdoor experiences through camps and adventure activities leads to happier and healthier lives. Our vision is to facilitate 'more people outdoors more often'.

The ACA was formed in 2005/6 when the Camping Association of Victoria merged with the Tasmanian, South Australian and Queensland Associations. Today we provide information, resources, services and training to well over 200 members located in every part of the country except the Northern Territory.

The Australian Camps Association includes People Outdoors, established in 1989 to provide outdoor recreational activities for people of all ages with a physical or intellectual disability or an acquired brain injury. Programs include single day through to week long camps.

The Role

The role is casual. This role involves working on weekends from Friday afternoon to Sunday afternoon, public holidays and during school holidays. Travel will be required.

The Role's key responsibilities are to manage:

1. Program delivery:
 - To be responsible for the delivery of programs that are flexible and ensure outcomes are positive and of high quality.
 - Provide high quality, professional and individualised support to participants.
 - Organise and facilitate participant interviews, where applicable, to provide participants with an opportunity to communicate issues / updates / suggestions to improve the service
 - Respect and develop professional relationships with participants, using appropriate terminology and creating a safe and comfortable environment.
 - Provide physical assistance as required to participants including all aspects of manual handling, lifting, bending, stretching and physical transfers of participants.
 - Provide assistance with toileting, showering, meal assistance, medication, grooming, dressing and other tasks as required.

- Assist participants in participating in activities on camp by encouraging and facilitating involvement where possible and practical.
- Report any observations that may affect participant activities and the running of the programs.
- Report all incidents in accordance with policies to the Manager.
- Support Camp Coordinator.
- Support, mentor and lead Co-Disability Support Workers and Volunteers.
- Liaise with family members post program.

2. Governance tasks

- Update participant files as required and ensure that relevant documentation is available to other People Outdoors Disability Support Workers.
- Complete all administrative tasks as required to ensure compliance with People Outdoors procedures and any other legislative requirements.
- Record attendance and complete timesheets.
- Participate in risk assessments and report safety concerns to the Manager.
- Contribute to planning and development of cost effective programs.
- Promote and support People Outdoors programs.
- Complete any other tasks as directed by Manager or CEO

Key Selection Criteria:

Essential:

- Cert IV in Disability or equivalent
- Current First Aid Level 2 and current CPR
- A minimum of 6 month experience working with people with a disability and participants with behaviours of concern
- Cleared NDIS Safety Screening Check
- International Police Check (where applicable)
- Employee Working with Children Check
- Cleared check against the Department of Human Services operated Disability Worker Exclusion Scheme
- Full driver licence
- Capacity to work on weekends with overnight shifts, on public holidays and during school holidays
- Reliable and punctual
- Ability to work independently and as part of a team
- Ability to mentor and manage a team on the program

Desirable:

- Comfortable driving a 12-seater bus and towing a trailer.

Key responsibilities	Key Outputs	Success Measures
<p>1. Program delivery</p>	<p>1.1 To be responsible for the delivery of programs that are flexible and ensure outcomes are positive and of high quality.</p> <p>1.2 Provide high quality, professional and individualised support to participants.</p> <p>1.3 Organise and facilitate participant interviews, where applicable, to provide participants with an opportunity to communicate issues / updates / suggestions to improve the service.</p> <p>1.4 Respect and develop professional relationships with participants, using appropriate terminology and creating a safe and comfortable environment.</p> <p>1.5 Provide a high level of physical assistance to participants including all aspects of manual handling, lifting, bending, stretching and physical transfers of participants.</p> <p>1.6 Provide assistance with toileting, showering, meal assistance, medication, grooming, dressing and other tasks as required.</p> <p>1.7 Assist participants in participating in activities on camp by encouraging and facilitating involvement where possible and practical.</p> <p>1.8 Communicate verbally or in writing any observations that may affect participant activities and the running of the programs</p> <p>1.9 Report all incidents in accordance with policies to the Manager. Camp Coordinator, Co-Disability Support Workers and Volunteers.</p>	<ul style="list-style-type: none"> • Programs meet participants agreed outcomes and goals as measured by post program survey. • Participant satisfaction was high as measured by post program survey. • Participant interviews are completed, documented and updated on CRM. • Participants have been actively encouraged and supported to participate in camp activities of their choice to reach their goals. • Personal care needs of participants were met. • All incidents are reported in accordance with policies to On Call Staff/Camp Coordinator and to the Manager • Receives positive feedback from Camp Coordinator, Co-Disability Support Workers and Volunteers.
<p>2. Governance tasks</p>	<p>2.1 Update participant files as required and ensure that relevant documentation is available to other People Outdoors Disability Support Workers.</p> <p>2.2 Complete all administrative tasks as required to ensure compliance with People Outdoors procedures.</p> <p>2.3 Record attendance and complete timesheets.</p>	<ul style="list-style-type: none"> • All participant files are up to date and stored on CRM. • All administrative tasks are completed and are compliant with People Outdoors procedures. • Timesheets are completed correctly and handed in on time. • Safety concerns are reported immediately. • All legislative and People Outdoors requirements are met

	2.4 Participate in risk assessments and report safety concerns to the Manager	
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