

The national peak body for camps and associated providers



Position Description

Role	Disability Support Worker - VIC
Reporting to	People Outdoors Manager Camp Coordinator Assistant Camp Coordinator Lead Disability Support Worker
Department	People Outdoors
Location	84 Hotham Street, Preston, VIC 3072
Classification	Casual
Date Prepared / Reviewed	June 2025

About the Australian Camps Association

The Not For Profit Australian Camps Association (ACA), the national peak body for camps and associated 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 across Australia.

The Australian Camps Association includes People Outdoors (PO), established in 1989 to provide outdoor recreational activities for people of all ages living with disability. The Australian Camps Association is a registered NDIS service provider accredited with the Quality Tourism Accreditation. Programs include overnight through to four-day camps.

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Position Overview:

The role is casual. This role will involve weekend shifts from Friday afternoon to Sunday afternoon. During the school holiday period shifts will range from four to three days. Travel will be required.

Job Profile:

a) Program delivery

- To ensure delivery of programs that are flexible and ensure outcomes are positive and of high quality.
- Provide high quality, professional and individualised support to campers.
- Respect and develop professional relationships with campers, using appropriate terminology and creating a safe and comfortable environment.
- Provide physical assistance as required to campers including all aspects of manual handling, lifting, bending, stretching and physical transfers of campers.
- Provide assistance with toileting, showering, meal assistance, medication, grooming, dressing and other tasks as required.
- Assist campers in participating in activities on camp by encouraging and facilitating involvement where possible and practical.
- Report any observations that may affect participation of camper to activities and the other running of the programs.
- Write incident reports and report all incidents in accordance with policies to the Lead Disability Support Worker.
- Work together with Co-Disability Support Workers and Volunteers/Placement Students.

b) Governance tasks

- Complete documentation for each camper you are supporting such as progress notes, private notes (where appropriate).
- Promote and support People Outdoors programs.
- Complete any other tasks as directed by the People Outdoors Office Staff.

Key Performance Indicators:

- Programs meet campers agreed outcomes and NDIS goals.
- Camper satisfaction was high as measured by post program survey.
- Campers have been actively encouraged and supported to participate in camp

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activities of their choice to reach their NDIS and personal goals.

- Personal care needs of campers were met.
- All incidents are reported in accordance with policies to Lead Disability Support Worker.
- All documentation is completed.

Core Competencies:

- Collaboration and teamwork.
- Communication with People Outdoors Office staff.
- Stakeholder engagement.
- Excellent verbal and written communication skills.

Mandatory

- A minimum of 6 months experience working with people with a disability and participants with behaviours of concern.
- Current First Aid Level 2 and current CPR.
- NDIS Workers Screening Check.
- NDIS Workers Orientation Module.
- Working With Children Check.
- International Police Check (where applicable).
- Capacity to work on weekends.
- Reliable and punctual.
- Ability to work independently and as part of a team.

Desirable

- Cert III in Disability or equivalent qualification.
- Manual Handling Certificate.
- Proficient Computer Skills (Home Office).
- Residential camping experience.

NOTE: This position description is not intended to be all inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.