



POSITION DESCRIPTION

Position Title: Support Worker
Responsible To: Coordinators, Senior Coordinator

Position Support:

The position is supported by a comprehensive Induction program, Tandem Policies and Procedures, training and regular contact with Coordinators and other staff.

Purpose:

Provide ongoing flexible support services at home or within the community to promote the independence and quality of life of frail aged people, children and young people with a disability, people living with mental ill health, and their families and carers. This may include respite, personal care and social support.

Duties:

1. Provide support to clients through identified support plans
2. Follow Tandem's policies and procedures including the Code of Conduct and Code of Practice
3. Maintain strict privacy and confidentiality on all matters pertaining to Tandem's operations
4. Engage in regular and effective communication with Coordinators and other staff, regarding all clients, support sessions and related matters
5. Participate in ongoing training and professional development as required

Essential Requirements:

- A willingness to undergo and maintain a satisfactory Australian Federal Police National Police Check
- A Senior First Aid certificate
- A current Driver's Licence
- A registered roadworthy vehicle with current Comprehensive or Third Party Property insurance
- A willingness to inform Tandem of any criminal or traffic offence if/ as they might occur
- A willingness to maintain and utilise a working mobile phone (must have credit at all times)
- A willingness to undergo a medical clearance as /when requested
- A willingness to undertake Induction and training programs as requested
- Be physically and mentally capable of working within the home of a client, or in the community, in a way that ensures their safety and wellbeing and enhances their quality of life