



Active Support Assistant (ASA) POSITION DESCRIPTION

REPORTS TO: Team Leader

1. JOB SUMMARY

The role of the Active Support Assistant (ASA) is pivotal to the effective and efficient delivery of all SRS direct care services, providing a service which is responsive and adaptable to both the consumer and carer needs, as well as being supportive toward consumer goals, aspirations and lifestyles. SRS service models are flexible and is person centered based.

The ASA will be expected to work across all areas at SRS and will be provided relevant training to do so. SRS Management will decide which program the ASA will work within and this can change at any time due to client needs, and agency resources.

2. PRIMARY OBJECTIVE

The ASA is to actively support and assist people with a disability to remain living as independently as possible in the community and actively promote a high standard of service delivery consistent with the Disability Act 2006 and The Victorian Standards for Disability Services (VSDS).

3. RESPONSIBILITIES

The occupant of this position has specific responsibility to:

- Support and encourage individual consumers to achieve and develop skills in all areas of their life.
- Support and assist consumers with their activities of daily living.
- Support consumers to access social and leisure activities of their choice in the community.
- Report all hazards, risks or occupational health and safety issues including general maintenance in and around the residence.
- Advocate, where appropriate on the consumer's behalf where they feel unsure or unable to do so for themselves.
- Create a positive working environment for the consumers and staff.
- Promote SRS's services positively.
- Comply with all SRS Inc. Policies and Procedures and the Disability Act 2006.
- Take on duties as part of the Resource Team.
- Is willing to undertake further studies or training if required, including a traineeship.

4. POSITION REQUIREMENTS

- Thorough understanding of the principles of community inclusiveness and development.
- Possesses well developed positive communication, interpersonal and numerical skills.
- Ability to work in a team environment.

- Ability to prioritise work and exercise discretion.
- Ability to work within guidelines at all times when conversing with consumers and related services
- Ability to work under limited supervision, either individually or in a team.
- Flexibility, to be able to respond to consumer and agency needs.
- Actively promotes the SRS professional code of conduct.
- A willingness to learn and participate in training and development
- Well developed computer skills
- Demonstrate a high level of personal hygiene and presentation
- Demonstrate flexibility in relation to consumer, carer and agency needs.
- Demonstrate responsible and reliable behaviour.

5. QUALIFICATIONS/LICENCES/CERTIFICATIONS

- Current Drivers Licence
- Working With Children Check
- Clear and current Police Check
- Current First Aid Certificate
- Certificate IV in Disability

6. REPORTING RELATIONSHIPS

6.1 Key Relationships within SRS	
SRS Team	Communicate and support consumers and co-workers in a team environment.
Team Leader	To provide ASA's with the first line of supervision and to assist them with communicating the needs of the consumers.
Manager, Support Services Human Resource Manager	The Line Managers for supervision, staff appraisal, Work Cover, program development. The Manager, Support Services advocates on behalf of team members and consumers to the Chief Executive Officer.
Chief Executive Officer	Following Consultation with Coordinator or Team Leader, the Chief Executive Officer pursues issues and communicates the needs of the team and consumers to the committee of management and liaises with funding bodies and management of other related agencies.

6.2 Key Relationships Outside SRS	
Other Services	The role of an SRS employee is to promote SRS. All communication with outside agencies is to be positive and conducive towards building and maintaining relationships.
Families	Maintain communication for consumers and the service that again promotes SRS in a positive manner.

7. KEY PERFORMANCE INDICATORS

- Assume responsibility for shifts organised with Team Leader
- Follow specific instructions for each shift as provided by Team Leader, whether verbal or written.
- Complete daily communication reports that are detailed, accurate and informative.
- Show respect for consumers and their property
- Adhere to privacy and confidentiality guidelines at all times when conversing with other services, families, visitors and consumers.
- Follow service provision plans, where available.
- Attend monthly meeting and participate in group discussions, and other meetings as appropriate. Attendance at All-Staff Meetings is MANDATORY
- Actively participate in regular Performance Review meetings.
- Actively participate in Annual Appraisals, Review Meetings and Reflection Day.
- Timely and correct completion of timesheets
- Be supportive of Team Leaders necessity to fill shifts on short notice.
- Work in accordance with the SRS Policies and Procedures.
- Ensure medication guidelines are adhered to and assist clients with monitoring and administration of their medication requirements, as per SRS Policies and Procedures.
- Complete OH&S reports ensuring any risks and general maintenance are corrected promptly.

8. KEY SELECTION CRITERIA

These are currently under development, and include, but are not limited to:

- A commitment to empowering people with a disability to achieve maximum independence and inclusion in the community
- Skills and experience in promotion of community inclusion.
- Experience working in a community based setting, or working within the human service sector.
- Values and behaviours which demonstrate and promote dignity and respect for people with disabilities and their carers.
- The ability to act as a professional representative of SRS and a positive role model for our consumers.
- Ability to work split, short and night shifts

9. OCCUPATIONAL HEALTH & SAFETY

- Follow all health and safety policies, procedures, practices, instructions and rules at all times.
- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensures your own personal health and safety, and that of others in the workplace and general public.
- Regularly inspect the workplace and immediately report all known or observed hazards or incidents that may cause harm or represent a threat to public safety to your Team Leader.
- Not willfully or recklessly interfere with or misuse safety equipment

10. RISK MANAGEMENT

- Be familiar with the application of SRS risk management policies and strategies and be accountable for adherence to these policies.
- Report identified hazards that may pose a risk to consumers and/or the public, that may give rise to an insurance claim, including the risk for safety, security, vandalism, burglary/theft and fire/arson.
- Ensure that all buildings/assets are maintained in accordance with defined standards such that safe operating conditions are maintained.
- Ensure required maintenance and repair works are promptly reported to your Team Leader.

Note: This Position Description is intended to reflect the performance measures for the role (not the specific duties or tasks to be performed). Regular reviews, changes and updates will be made to this Position Description in consultation with the ASA's.

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date