

ROLE DESCRIPTION

Position: Assistant
Approval Date: March 2021
Review Date: March 2023
Reports to: Community Leader

Summary:

L'Arche is an ecumenical community of people with and without an Intellectual disability living and sharing life together. L'Arche Perth has a community and a governance component. The Assistant is required to fulfil both these roles within the household: -

- The community role is to ensure that the Identity and Mission and vision of L'Arche, as articulated in the Charter of L'Arche Communities, is lived in the household.
- The governance role is to ensure that the Assistant is supporting the member with a disability in accordance with the Disability Services Act and National Disability Service Standards.

Supporting members with a disability is a crucial role within a L'Arche Community and Assistants will work in partnership with the Community Leader to ensure that house is well supported, organised and runs smoothly.

Purpose/Objective:

Assistants share life alongside adults with an intellectual disability in L'Arche homes to meet individual needs and support daily activities in an atmosphere of mutual respect.

Assistants support Members with disability in achieving what is important to them, through maximising their independence using a Person Centred Approach.

Role Summary:

The following duties and responsibilities are undertaken within the philosophy of "doing with" rather than "doing for" to respect the independence and dignity of people with disability:

- Support the rights, interests and needs of people with disability, following an individual support plan (under limited supervision)
- Ability to provide appropriate peer support to volunteers and other Assistants
- Willingness and ability to take on higher duties when required
- Provide personal care, including administration of medication
- Undertake household tasks, including cooking, cleaning, laundry, shopping and banking
- Provide transportation and facilitate participation in work and wider community
- Maintain effective communication within and across households
- Support Spiritual life of household
- Follow L'Arche Policies and Procedures including implementing WHS, risk management and emergency procedures
- Assistants to obtain First Aid Certificate within three (3) months of employment
- Administration tasks including vehicle log books, financial and other record keeping
- Other duties as negotiated with Community Leader
- Valid worker screening check

Key Result Areas (KRA's):

- Daily support to Members with disability
- Maintain administrative processes
- WHS responsibilities
- site and Asset Maintenance

Key Performance Indicators (KPI's):**Daily Support:**

- Encourage and support Members with disability and their significant others through the Remembering, Celebrating and Dreaming (RCD) process
- Identify issues in relation to Members with disability that may require support from Case Management services
- Attend Assistant meetings and contribute any issues in relation to Members with disability and their programs
- Maintain files and data entry files in accordance with L'Arche Policies and Procedures and L'Arche QA Framework
- Attend and contribute at Member with disability related meetings as determined by Community Leader i.e. Case Conferences etc.
- Encourage participation and provide the necessary support to Members with disability in their chosen programs to achieve their chosen goals
- Accompany Members with disability in the community, displaying professional attitude and appearance at all times
- Administration of medication as outlined in L'Arche's Policies and Procedures
- Encourage and support community integration of Members with disability
- Encourage and support Members with disability to effectively communicate and socialise with their peers, Assistants and the wider community
- Actively support Members with disability to develop and maintain independence and skills
- Support Members with disability in accordance with individual cultural and religious beliefs and maintain cultural sensitivity and awareness
- Support with personal care and mealtime management
- Implement Behaviour Intervention strategies with Members with disability and provide feedback to team
- Complete daily report documentation
- Report difficulties and concerns with daily support needs with Community Leader
- Ensure all support and interactions are person centred and meet with National Disability Service Standards, Disability Services Act and L'Arche Perth Policies and Procedures
- Other duties as negotiated with Community Leader

Maintain Administrative Processes:

- Report to the Community Leader any difficulties with administration
- Participate in monthly periodic Service Review as required
- Maintain open lines of communication with co-workers and the Community Leader
- Attend Assistant meetings and actively contribute any issues in relation to Members with disability, their Programs, Site issues etc.
- Undertake administrative tasks as negotiated with the Community Leader

WHS

- Carry out duties in a manner which does not affect your own health or the health and safety of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Undertake all training in relation to WHS
- Report hazards and all WHS matters to the Community Leader
- Wear all personal protective equipment provided
- Follow all safe working practices
- Administer First Aid to Members with disability, colleagues and others as necessary, up to the level of your skill and competence
- Only perform tasks that you are trained and competent to perform
- Monitor and implement changes as instructed, to achieve a safe working environment for Assistants, Members with disability and visitors to the house
- Implement Incident Reporting procedures
- Conduct risk assessments whilst participating in community access and report all significant risks to the Community Leader
- Ensure adequate planning processes are undertaken before participating in community access activities
- Ensure all Nutrition and Swallowing Checklists are current
- Conduct all Risk Assessments as required
- Report issues relating to WHS in regards to support to Community Leader

Site and Asset Maintenance:

- Maintain day to day cleanliness of site and L'Arche property in accordance with cleaning rosters and Community Leader direction
- Report any WHS or maintenance issues to the Community Leader in a timely manner

Selection Criteria:

- Demonstrated experience in supporting and accompanying vulnerable people particularly people with disability
- Demonstrated experience in working as part of a collaborative team
- Excellent communication and relationship building skills
- Commitment to and support of the philosophy, principles and events of L'Arche
- Demonstrated experience in meeting the key duties and responsibilities
- Availability to work overnights, early mornings, evenings and weekend work

Mandatory Requirements:

- Certificate III or IV in Disability or equivalent (minimum), or demonstrated extensive experience in disability work
- Current NSW Driver's Licence
- Current First Aid Certificate (or willingness to undertake training)
- Willingness to undergo a Police Check



Confidentiality:

Utmost confidentiality and professional ethics will be maintained in all aspects of business and service delivery, with great regard to L'Arche's operations, Members with disability and Staff information.

Media Contact:

All contact with the media must be through the Perth Leader or Board Chair.

Signature to acknowledge that this Role Description has been read, explained and understood.

Name:		Position:	Assistant
Signature:		Date:	

Name:		Position:	Community Leader
Signature:		Date:	

The Board reserves the right to review and vary this Role Description as required, after appropriate consultation with the employee, in response to the changing needs of the Community and/or Legislative requirements.