



ROLE DESCRIPTION

Position: Assistant in L'Arche Adelaide

Reports To: Community Leader

Summary:

L'Arche Adelaide is a faith community for people with and without disabilities and is part of a network of communities within Australia and Internationally. L'Arche aims to build and celebrate relationships between people with and without an intellectual disability and actively participates in the wider L'Arche national community. L'Arche Adelaide supports adults with intellectual disability in shared community houses and choices in the community.

Purpose/Objective:

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

Assistants support Members with Disabilities (Core members) 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
- Support the spiritual and community traditions of L'Arche Adelaide, Australia and International
- Follow L'Arche Policies and Procedures including implementing WHS, risk management and emergency procedures
- Assistants need to obtain First Aid Certificate within three (3) months of employment
- Assistants will have completed the NDIS Worker Orientation modules online and provide their certification to the Community Leader
- Administration tasks including vehicle logbooks, financial and other record keeping
- Other duties as negotiated with the Community Leader

Key Result Areas (KRA's):

- Daily Core Member support



- Maintain administrative processes
- WHS responsibilities
- Site and Asset Maintenance

Key Performance Indicators (KPI's):

Daily Core Member Support:

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

Maintain Administrative Processes:

- Report to the House Coordinator any difficulties with administration
- Participate in monthly functional accompaniment



- Maintain open lines of communication with co-workers and the House Coordinator
- Attend Assistant meetings and actively contribute any issues in relation to Core Members, Core Member Programs, Site issues etc.
- Undertake administrative tasks as negotiated with the House Coordinator

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 House Coordinator
- Wear all personal protective equipment provided
- Follow all safe working practices
- Administer First Aid to Core Members, 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, Core Members, and visitors to the house
- Implement Incident Reporting procedures
- Conduct risk assessments whilst participating in community access and report all significant risks to the House Coordinator
- Ensure adequate planning processes are undertaken before participating in community access activities
- Ensure all Nutrition and Swallowing Checklists are current
- Conduct all Core Member Risk Assessments as required
- Report issues relating to WHS in regard to Core Member support to House Coordinator

Site and Asset Maintenance:

- Maintain day to day cleanliness of site and L'Arche property in accordance with cleaning rosters and House Coordinator direction
- Report any WHS or maintenance issues to the House Coordinator 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 Driver's Licence for state/territory
- Current First Aid Certificate
- Current CPR certificate
- Working with children check (SA) or willingness to obtain
- Complete NDIS Worker screening
- Evidence of manual handling training within last two years or willingness to obtain
- NDIS Support Worker orientation
- NDIS Safeguarding units
- Willingness to use own vehicle with correct insurance if needed

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, Core Members and Staff information.

Media Contact:

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

Adhere to the L'Arche Guide to using Social Networks (2020).

This Role Description has been read, explained, and understood.

Name:		Position:	
Signature:		Date:	

Name:		Position:	
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.