



Dear Applicant

**APPLICATION PACK FOR POSITION OF DISABILITY SUPPORT WORKER**

Thank you for your interest in the position of Disability Support Worker.

Please find attached information and documentation as part of the application package. To be considered for a Disability Support Workers position applicants must submit the following:

- One page application letter.
- Fully completed Application form including signed declaration (attached).
- Resume (including contact details for 2 referees, not colleagues or peers, direct managers only).

**What to expect:-**

Once you submit all of the above required documentation you will receive an email or letter acknowledging that we have received your application.

All applications are reviewed based on the information submitted. If you are successful in going to the interview phase, you will be contacted to arrange a time for an interview. If your application is unsuccessful at this stage, you will be advised via email or letter.

Interviews are conducted by a panel from within the Coordination team of Disability Matters. An Interview is a great opportunity to discover whether Disability Matters is the right organisation for you as much as it is our chance to determine whether you have the necessary knowledge, skills and personal attributes to be successful in this role.

We encourage two-way communication at interviews and will provide you with information regarding the specific requirements of this role to enable you to make an informed decision. We will provide you with the opportunity at the end of the interview to ask any questions you may have.

**Please note** that a manual driver's licence is a mandatory minimum requirement for most of Disability Support Worker roles at Disability Matters. Although this does not restrict you from applying for a position it will limit employment options.

Verbal selection process feedback is afforded to all applicants upon request.

You can email your application to [ella@avko.com.au](mailto:ella@avko.com.au) . If you do not have access to email please feel free to post your application to postal address at the top of this page. Alternately, you can drop your application in to our office at 5 Mcconaghie Street, Atherton.

If you have any questions about this position, please phone our administration office on 4235 7200.

Your sincerely

**GREG THIEDECKE**  
CEO



# Position description

<b>Organisation</b>	Disability Matters Inc.	<b>Location</b>	Bibra Lake
<b>Position</b>	Disability Support Worker	<b>Employment type</b>	N/A
<b>Team</b>	N/A	<b>Date prepared</b>	
<b>Manager</b>	N/A	<b>Direct reports</b>	N/A

## Organisation summary

### General overview

Disability Matters has been working actively in the community to provide help and understanding with quality disability support care since 1995. Formed in response to community need, the organisation was originally known as Tableland Respite Care Association. The name was changed in May 2016 to better communicate what the organisation is all about – Disability Matters to us.

Disability Matters provides centre based and in-home support, supported accommodation and other services to people with disabilities. Disability Matters offers a wide range of supports to people with disabilities including 24 hour a day and 7 days a week Supported Independent Living. Disability Matters offers support services to the Tablelands region and an extended catchment area from Cardwell to Cape York to assist people to live as valued and participating members of the community.

### Vision (what we will look like in the future)

Living a life of possibilities...

### Mission (why we exist)

Providing creative quality support to people living with disabilities to identify and explore opportunities.

## Values

Value	Explanation
Professional	We are highly capable and skilful at what we do. Our practices demonstrate that we are a proficient organisation. We always act ethically, with honesty and integrity. We are committed to excellence in everything we do.
Supportive	We encourage and provide emotional assistance. We value and respect our people. We work together to make a difference. We work as a team striving for common goals.
Accountable	We take responsibility for our actions. We justify what we do. We are accountable to our clients.
Innovative	We lead by example. We have the courage to think differently and learn from our mistakes. We will advance our organisation through being original and thinking creatively. We innovate and encourage new ideas and new ways to operate. We are receptive to feedback.
Empowering	We make people strong and confident through providing choices. We encourage people to make decisions. We encourage people to control their life and their rights. Our clients are t the heart of everything we do.
Transparent	We communicate. We ask questions. We are open to public scrutiny.
Reliable	We consistently perform at a high level. We are able to be trusted. We do what we say we are going to do. We deliver.

## Position summary

### Purpose of the position

To provide support and assistance to people living with a disability to develop their abilities and enable them to participate as actively as possible in the community. To support individuals in planning for and attaining lifestyles which meet their individual needs, abilities, preferences and aspirations, in a manner that is consistent with the values, philosophy and practices of this organisation.

Shifts are scheduled according to client requests. These may range from a 2 hour shift to a 10 hour shift and may include overnight stays (sleeper shift). Considerations in matching new support workers with clients include shift availability, location, previous experience or qualifications, as well as personal attributes. At times, this may be at short notice to backfill due to another employee's illness etc. Flexibility is a key attribute of a successful support worker and is a consideration when rostering and offering shifts.

Use of the support worker's own vehicle is a requirement when working with some families. In these instances, proof of registration and statement of vehicle safety is required. This applies to all in-home and community access programs, however the organisation owns and maintains a fleet of vehicles, which are utilised prior to employees using their own vehicle.

### Functions and competency measures

#### PRIMARY

Function	Description	Competency measure
Support : Lifestyle enhancement	Provide effective support services to enhance the lives of people with disabilities	Positive feedback from stakeholders
Support : Legislation & quality	Ensure familiarity with and operate within all relevant Federal and State Legislation and quality assurance frameworks	100% compliance in areas of responsibility
Support : Client skill development	Assist clients in identifying and developing new skills and abilities	Positive feedback from stakeholders
Support : Compliance	Be familiar with and operate within the parameters of Disability Matters policies & procedures	100% compliance in areas of responsibility
Support : Teamwork	Work in a team environment in an effective and proactive manner and value, respect and support team members	Positive feedback from stakeholders
Support : Communication	Communicate effectively with coordinator and family regarding service provision	Positive feedback from stakeholders
Support : Client assistance	Assist clients, as required, with daily living activities including personal care, meal preparation, mobility needs, housekeeping, shopping, personal finances and daily activities	Positive feedback from stakeholders
Support : Client interaction	Communicate and interact with clients in ways which are respectful, and encourage personal choice	Positive feedback from stakeholders
Support : Stakeholder consultation	Consult and communicate with clients, their families and advocates, and other workers about the person's needs, abilities, preferences and aspirations	Positive feedback from stakeholders
Support : Behaviour management	Encourage positive and socially appropriate behaviour, and effectively manage situations and behaviours that are not so	Positive feedback from stakeholders

Support : Relationships	Support clients to maintain relationships and interests through access to community activities, venues and services	Positive feedback from stakeholders
Support : Records	Record relevant information in an accurate and timely fashion, including daily report of work and timesheets	Documentation, communication & outputs are professional, accurate and timely
Support : Workplace practices	Contribute to the ongoing monitoring and review of work practices	Positive feedback from stakeholders
Support : OH&S	Ensure a safe working environment for staff and clients through compliance with the Workplace Health and Safety Act	100% compliance in areas of responsibility
Support : Staff meetings	Attend and participate in staff meetings & planning activities, and carry out tasks arising from these meetings	Positive feedback from stakeholders

## Person selection criteria

### Knowledge, skills and experience

Education	
Cert III in Individual Support (Disability)	Preferred
Current first aid certificate (including CPR)	Mandatory
NDIS Worker Screening Card	Mandatory
Working with Children Blue Card	Mandatory
Manual drivers licence	Preferred
Experience	
Previous experience as a disability support worker.	Preferred
Behavioural requirements	
Abide by workplace, health and safety requirements at all times whilst carrying out duties and report any incidents that occur	Mandatory
Maintain a high level of confidentiality at all times	Mandatory
	Mandatory

## Employee sign-off

I have read and understand the position description and role requirements for this position. I agree to perform all duties to the required standard.

I understand that I have a duty to seek clarification, advice and support from the CEO in relation to my position functions and duties and the standard to which they must be performed.

--	--	--

Employee

Signature

Date

--	--	--

CEO

Signature

Date



### APPLICATION FOR DISABILITY SUPPORT WORKER EMPLOYMENT

Personal Details		
Name:		
Residential Address:		
Postal Address:		
Email:		
Home Phone:	Mobile:	
Do you identify as: Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> None of these <input type="checkbox"/>		
Are you presently unemployed for more than 4 weeks?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you currently registered with an employment agency	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please advise which agency and their contact details:		
Experience and qualifications		
Do you have any experience in this field?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES give a brief description?		
Do you have a current drivers licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, what type: Automatic <input type="checkbox"/> Manual <input type="checkbox"/> Other:		
Do you have any restrictions attached to the licence?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have current First Aid?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have current CPR Certificate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have a Certificate in Community Services Disability or similar?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please list:		
Covid 19 Vaccination Status		
Covid Vaccination is not mandatory, but remains highly recommended due to the vulnerable nature of our participants. Are you vaccinated or prepared to do so? Please indicate your status below.		
Fully Vaccinated <input type="checkbox"/> (2 or more doses)		
No <input type="checkbox"/> I do not intend to be vaccinated		
<input type="checkbox"/> I do not wish to disclose my vaccination status		
QLD Working with Children - Blue Card/NDIS Worker Screening Card		
Do you have or are you able to obtain (with our sponsorship) a Working with Children Check, Qld (Blue Card)?		
<input type="checkbox"/> YES, - Card Number:	expiry date:	
<input type="checkbox"/> NO, but I am able to obtain one.		
Do you have or able to obtain a NDIS Workers Screening Card?		
<input type="checkbox"/> YES, - Card Number:	expiry date:	
<input type="checkbox"/> NO, but I am able to obtain one.		

**FITNESS FOR WORK**

Employees who knowingly supply false or misleading information, will not be entitled to compensation or damages under the Workers' Compensation and Rehabilitation Act 2003 (the Act), for any event that aggravates the non-disclosed pre-existing injury or condition. Please note you may be requested to apply to the Workers' Compensation Regulator for a copy of your worker's claims history summary.

**Do you have any past or current medical condition which may affect your performance in the role applied for, or which may be aggravated or worsened by the duties of the role?**  Yes  No

Details: \_\_\_\_\_

**Considering the tasks of this role, will you require any adjustments to be made to perform the duties of the role?**  Yes  No

Details: \_\_\_\_\_

**Roles may involve the following physical requirements:**

- Long periods of standing
- Hot and humid environments
- Repetitive movements
- Heavy lifting
- Bending/twisting/squatting/stooping/reaching/grasping/stretching/ pushing/pulling

<b>Please complete the following: Do you have difficulties with the following?</b>	<b>Yes / No</b>	<b>Provide details where required</b>
Back problems		
Neck problems		
Shoulder pain or discomfort		
Sporting injuries		
Conditions of the bones (including fractures/broken bones and dislocations)		
Walking on rough or uneven ground		
Prolonged standing		
Sitting for prolonged periods		
Kneeling or crouching		
Allergies		
Skin conditions		
Is there any reason why you cannot wear PPE?		
Do you need to disclose any other matter that may impact your ability to work?		

*You agree that, at the time of completing this application form, you have disclosed all relevant issues including but not limited to any pre-existing injury, illness or use of prescription medication of which you are aware, which may adversely affect your ability to carry out your functions and duties for Disability Matters.*

<b>Consents</b> Do you consent to Disability Matters obtaining a copy of your WorkCover Claims History Summary? (According to Section 571D of the Worker's Compensation and Rehabilitation Act 2003)		YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>
If successful in your application, are you agreeable to undergoing a Pre-employment medical check, at our expense?		YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>Availability</b>	
Are you available for shifts at any time over a 24hr/7day per week roster?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If **NO**, please indicate the hours you would be available for work?

WEEK 1						
Mon	Tue	Wed	Thur	Fri	Sat	Sun

  

WEEK 2						
Mon	Tue	Wed	Thur	Fri	Sat	Sun

Are you available for sleepover shifts?	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

If **YES**, please tick the nights you are able to do sleepovers?

WEEK 1						
Mon	Tue	Wed	Thur	Fri	Sat	Sun

  

WEEK 2						
Mon	Tue	Wed	Thur	Fri	Sat	Sun

Please provide further information regarding your availability if needed:

<b>References – Please supply at least 2 referees (not colleagues or peers, direct managers only)</b>	
Name: Phone number: Email Address: Place of Work: Relationship:	
Name:	
Phone number:	
Email Address:	
Place of Work:	
Relationship:	

<b>Checklist</b>	
Have you attached a current resume to this application?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES
Have you read the position description for the job you are applying for?	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/>
Have you addressed the selection criteria in a document no longer than 2 pages?	NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Have you provided a one page cover letter?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you included your referees details?	

**DECLARATION**

- I declare that all statements and information I have provided as part of, or attached to this application are true and correct in all detail.
- I confirm my full understanding that any intentional false statements, withholding or failure to disclose pertinent information about my suitability for employment, may lead to instant dismissal if employed by Disability Matters.
- I confirm that I do not have a known health condition that could prevent me from competently and efficiently carrying out the duties of this position in a manner which is safe to myself, my fellow employees, the public generally and the services consumers receive.
- I give permission for Disability Matters to contact my listed referees to discuss the information in this application and my previous employment history.

<b>Applicant signature:</b>		<b>Dated:</b>	
-----------------------------	--	---------------	--





### **A Picture of Disability Matters**

Disability Matters became an incorporated body on 2nd March 1995, for the purpose of providing respite services on the Atherton Tablelands. It took over a year of negotiations to this to reach fruition after commencing discussions with The Sisters of Mercy, Department of Families, Youth and Community Care, in 1994. (Prior to Disability Matters being incorporated all matters of the Centre based and In-home respite programs were decided by the Sisters of Mercy.)

The main respite service has operated from the same premises in Atherton since 1990, with a purpose built centre. The land was and is still owned by the Sisters of Mercy, whilst the building is “owned” by the Queensland Housing department. The original funding to operate some services was supplied by the Department of Families, Youth and Community Care.

The original services enabled the partial operation of the centre based respite and some in home respite hours. In 1998, the Centre based program became fully operational as a 4-bed service for 12 months of the year, providing approximately 5728 hours of active support, plus inactive sleepovers. A majority of the active shift component is staffed by two support workers, giving approximately 10024 of actual support staff hours per year. This service continues to provide supported accommodation for people with disability.

Disability Matters is operated by a Board of Management. A number of the members on the Board have a family member with a disability, although this is not a prerequisite for being part of the Board, or a financial member of the association.

As the organization has grown, so have the staffing requirements. The organisation staff numbers as at the beginning of 2021 are just over 100 including management and administrative staff.