

## APPLICATION PACK

<b>Position Title:</b>	Disability Support Worker - Residential
<b>Incumbent:</b>	Vacant
<b>Business Unit:</b>	Operations
<b>Location:</b>	Katherine, Northern Territory
<b>Manager:</b>	Operations Manager

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Thank you for your interest in applying for a position with Life Without Barriers. Our information package regarding the position of State Quality Assurance Manager contains the following:

- A position description
- Details regarding our selection process and key policy areas
- An application form
- The LWB Way

Additional information about our organisation, including organisational structure, services and objectives can be found on our website [www.lwb.org.au](http://www.lwb.org.au).

Please do not hesitate to contact us should you have any further queries in relation to your application.

Katrina Hill  
Operations Manager, Katherine

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### SELECTION ON MERIT

All appointments to Life Without Barriers are based on merit. This means that each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the job advertisement and position description.

The applicant who demonstrates the most merit against these criteria in their application and at interview, is recommended for the position.

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### THE APPLICATION

The job advertisement outlines the responsibilities, location and selection criteria of the position. It also addresses the types of knowledge, skills, abilities and experience that are required to perform the duties of the position. The advertisement also gives a brief description of the job, the name of the enquiries person, an address and a closing date for applications.

Your application must address the essential and any desirable criteria indicated in the Position Description to be considered for an interview. If you do not meet all of the essential requirements specified in the advertisement, or cannot clearly demonstrate that you meet the essential requirements, it is unlikely that you will be considered for the position.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in the application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

The enquiries contact named in the job advertisement can provide further information about the position and assist in your decision whether to apply. **Applications close: ongoing**

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### **THE SELECTION PANEL**

The selection panel is responsible for selecting the best suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. The selection committee must base its decision on material presented by the applicants in writing, at interview, and from referees. Interview candidates will be advised of the composition of the panel prior to interview.

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### **LIFE WITHOUT BARRIERS CLIENT PROTECTION POLICY**

Life Without Barriers is committed to the safety and protection of clients in our care. As part of our policy regarding this, prospective applicants will need to give permission for the organisation to conduct a Criminal History Check and if appropriate a Working With Children Check. Applicants are also asked to agree to provide information about any outstanding charges and, in the event of employment, agree to advise of any charges referred throughout the period of employment.

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### **PROFESSIONAL AND ETHICAL CONDUCT**

Life Without Barriers has a responsibility to its stakeholders to ensure the professional and ethical conduct of its employees. As such it is important that prospective applicants understand the core values of our Code of Conduct policy as the standard of conduct required. These core values are:

- Treat all the people that we come in to contact with respect and dignity
- Uphold the law, respect community standards, and act accordingly
- Use Life Without Barriers property responsibly and in the best interests of Life Without Barriers and its reputation, and
- Accept that we are responsible for our actions and accountable for the consequences.

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### **EQUAL EMPLOYMENT OPPORTUNITY**

Life Without Barriers is committed to Equal Employment Opportunity (EEO) and providing a working environment free from discrimination, intimidation, victimisation and harassment (direct or indirect). Life Without Barriers applies EEO principles to all recruitment and selection activities.

Life Without Barriers encourages people of Aboriginal and Torres Strait Islander background or people with disability to apply for the position. Applicants who have a disability are encouraged to complete a reasonable adjustment request if they require adaptation to the workplace or role in order to accommodate a disability

Life Without Barriers via its EEO and Anti-Discrimination Policy aims to create an environment where all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

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### **OCCUPATIONAL HEALTH and SAFETY**

Life Without Barriers is committed to providing a safe and healthy working environment. The organisation believes that all illnesses and injuries can be prevented and supports early intervention in the rehabilitation process. The organisation will adhere to all relevant laws and regulations regarding safety and implement a comprehensive Occupational Health & Safety Program focused upon consultation and continuous improvement.

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To apply, please email your application, addressing the selection criteria in the attached Position Description to:

Email: **katrina.hill@lwb.org.au**

or post to:

Life Without Barriers  
Attention: Katrina Hill  
PO Box 1066  
KATHERINE NT 0851



*Life Without Barriers*

## Position Description

**Position Title:** Disability Support Worker  
**Business Unit:** Disability Services  
**Location:** Katherine  
**Primary purpose of role:** To actively support the individual needs of people who access Life Without Barriers disability services through supporting and promoting their skills and abilities, providing support with activities of daily living and developing, implementing and monitoring their Individual Plan. Disability Support Workers work as a team to facilitate the delivery of quality services and achieve positive outcomes with service users in a positive and proactive environment.

### Organisational Environment

#### 1. Reporting Structure:

- 1.1 Position title of direct manager: Operations Manager
- 1.2 Position titles which also report to same manager: Coordinator
- 1.3 Position titles that report to this position: Nil

#### 2. Key Responsibilities

Key Result Area	Accountable for	Key Duties and Competencies
1. Provide quality direct support to service users	Ensuring that the individual support needs of service users are met in line with their Individual Plan (IP) and other support plans, funding body requirements, Life Without Barriers policy and procedures and the Life Without Barriers Way.	<ul style="list-style-type: none"> <li>• Provide quality direct support to service users in line with their support needs, the program they are accessing, and all support plans including the service users Individual Plan.</li> <li>• Increase the service users skills, independence personal growth and development through the provision of active support and their enhanced participation as a valued member of their community.</li> <li>• When delegated, fulfil a key worker role with supervision and support from line management.</li> <li>• Implement skills development programs and identify and support learning opportunities for service users.</li> <li>• Assist in the delivery of programs that facilitate service users development of social networks and inclusion in community activities.</li> <li>• Establish rapport and collaborate effectively with service users and their families to achieve positive outcomes for service users.</li> <li>• Monitor the changing needs of service users and provide information and contribute to the adaptation of LWB services as required to meet these needs (refer to KRA 3).</li> <li>• Comply with relevant Life Without Barriers Policies and Procedures to ensure efficient and effective service delivery at all times.</li> <li>• Ensure a safe working environment at all times.</li> <li>• Fulfil any other duties as required.</li> </ul>

Key Result Area	Accountable for	Key Duties and Competencies
<b>2. Monitor and maintain quality documentation</b>	Ensuring IP, progress notes, reports and other documentation are reviewed, completed and maintained.	<ul style="list-style-type: none"> <li>• Fulfil all direct support documentation and reporting requirements.</li> <li>• Keep accurate and timely records and ensure that appropriate records are updated and maintained.</li> <li>• Review all direct support documentation as required on each shift to fulfil the functions of the role.</li> </ul>
<b>3. Work effectively as part of a team</b>	Positively engaging, interacting and working effectively with all work team members and a broad range of stakeholder groups.	<ul style="list-style-type: none"> <li>• Communicate effectively with the team about changes to service user support requirements.</li> <li>• Communicate and work effectively with Senior Support Worker and line managers.</li> <li>• Attend, participate and contribute to all team meetings and supervision.</li> <li>• Provide a positive team environment through the demonstration of good interpersonal skills and peer support.</li> <li>• Maintain and update professional skills by actively participating in personal, professional, service development and training opportunities.</li> </ul>
<b>4. Comply with LWB Policy, Procedures and practices, external funding body requirements and legislation</b>	Comply with reporting and documentation requirements. Demonstrate safe work practices in line with LWB policy and procedures.	<ul style="list-style-type: none"> <li>• Apply and uphold principles of equity and anti-discrimination in the workplace.</li> <li>• Adhere to organisational and legislative Health, Safety and Environment requirements.</li> <li>• Demonstrated knowledge of where to locate policies, procedures etc.</li> <li>• Demonstrated understanding of key policies and procedures.</li> <li>• Signed Code of Conduct and Confidentiality Agreement.</li> <li>• Correctly completed reporting and documentation.</li> <li>• Demonstration of safe work practices.</li> </ul>

### 3. Selection Criteria

1. Certificate IV in Community Services or degree/diploma in Social Sciences.
2. A current Senior First Aid Certificate.
3. A current unrestricted drivers licence.
4. A current Working with Children Check.
5. A commitment to supporting and promoting the individual needs, skills, abilities and personal goals of people with disabilities.
6. Commitment to the values of dignity, respect, inclusion, empowerment, confidentiality and strength-based practice
7. A professional and positive outlook about direct care work.
8. Ability to fulfil the requirements of the Key Worker role if required.
9. The ability to develop a positive relationship with service users and to support their Individual Personal Plan.
10. Ability to apply the objects and principles of the Disability Services Act (2006).
11. Good communication skills including the ability to develop and maintain good working relationships with internal and external stakeholders (including families of service users).
12. Ability to maintain service user privacy and confidentiality.
13. Established problem solving and conflict management skills.
14. Ability to use initiative and to work both individually in supporting service users and as part of a team.
15. Ability to work within and demonstrate "The Life Without Barriers Way" in all interactions and tasks.
16. Reference and suitability clearance/s required by legislation and these clearances maintained throughout employment.

#### 4. Attachments

1. The LWB Way

#### 5. Sign Off

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>PD Developed by</b>	National Human Resources Team
<b>PD Approved by Manager</b>	National Human Resources
<b>PD verified by National HR</b>	National Human Resources
<b>Effective date of PD</b>	Current Date
<b>Last update</b>	New Position / Same as current date
<b>Review Date</b>	12 months on from current date
<b>Version Control</b>	V0108; V0608; V0209; V0909;

Full Name			
Alias/Maiden Name			
Address			
Contact Number			
Email Address			
Date of Birth (if under 18)			
Are you an Australian permanent resident or citizen? <i>You must attach proof of citizenship, permanent residency, or legal entitlement to work in Australia. (Attachment 1 outlines the details of acceptable documents).</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Applied For		Location	
Employment Type	<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> Casual		
Where did you see the position advertised?			
Professional Referees	<u>Referee 1</u>	<u>Referee 2</u>	
Name Organisation Phone number Email address			
I understand that Life Without Barriers may wish to contact my referees and I authorise them to do so		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>LWB is committed to the principles of EEO and we encourage people of Aboriginal and Torres Strait Islander background or people with disability to apply for positions.</i>			
Do you identify as having a disability? If you answered yes, please provide details of any adjustments you believe you require during the recruitment process or if you are successful in the position.		<input type="checkbox"/> Yes* <input type="checkbox"/> No  Details:  *HR please forward applicant the request for reasonable adjustment form	
Do you identify as being of Aboriginal or Torres Strait Islander background/descent?			
Do you require translation assistance during an interview or in order to understand organisational documentation?		<input type="checkbox"/> Yes <input type="checkbox"/> No  Language:	
I am willing to undergo a Working With Children Check (if applicable to the position) and a National Criminal Record Check and provide 100 points of identification		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>Have you ever been convicted of a criminal offence? If YES, please provide the details:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Do you have any convictions for offences involving anyone under 18 years of age and/or any sex offences? If YES, please provide the details</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>I am willing to attend a medical review if and when required by Life Without Barriers</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><b>NB: Life Without Barriers has a Duty of Care responsibility to Service Users, Staff and Volunteers. The following question relate to this Duty of Care responsibility.</b></p> <p>Do you have, or have you had, any medical, including physical condition, injury or psychiatric condition which may affect your capacity to carry out the inherent requirements of the position being applied for, or if by carrying out the duties of the position your medical condition or health could be adversely affected? <i>(You have a duty of disclosure to answer this question correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in your termination for non-disclosure.)</i>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If YES, please give full details:</p>			
<p>This certifies that to the best of my knowledge, that the information given in this application form is correct.</p> <p>I understand that providing false or misleading information on this form could negate any application made for workers compensation and/or could lead to termination.</p> <p>I have read and understood the information in Attachment 1 of this document, and I certify that I have the right to work in Australia.</p> <p>I understand that any appointment would include a probationary period and my employment could be terminated during the probationary period without notice.</p>			
<p>Signature</p>	<p>✕</p>	<p>Date</p>	

## Right to Work in Australia

Life Without Barriers requires proof of either Australian citizenship or your legal entitlement to work in Australia. Below are relevant documents that are acceptable proof of legal entitlement to work in Australia.

STATUS	DOCUMENTATION
<b>Australian Citizen</b>	<p>Australian Birth Certificate (if born prior to 20/08/1986)*</p> <p>Australian Citizenship Certificate</p> <p>Certificate of evidence of Australian citizenship</p> <p>Current Australian Passport</p> <p>Expired Australian Passport (which was current in the preceding two years and has not been cancelled)</p> <p><i>* if you were born after 20 August 1986 your birth certificate must show that at least one parent was born in Australian or provide evidence that one parent was an Australian or New Zealand citizen or permanent resident at the time of your child's birth.</i></p>
<b>Australian Permanent Resident</b>	Foreign Passport with valid visa with permanent resident visa.
<b>New Zealanders</b>	New Zealand Passport with a work rights visa
<b>Non Australian citizens</b>	Foreign Passport with valid visa with permission to work

*Life Without Barriers will check visa validity using the Department of Department of Immigration and Citizenship's Visa Entitlement Verification system.*



## The Life Without Barriers Way

### *Our organisation...*

- is a charitable organisation providing innovative, community-based support services to people with disabilities, people with mental illness and children, young people and families in crisis, including those from Indigenous and all other cultural backgrounds.
- has a model of care respected for its flexibility, quality and evidence-based practices. It is based on realistic, factual, deliverable promises.
- is a brave and caring organisation.

### *Our approach ...*

- values meaningful, healthy relationships, and it is the difference and the foundation of everything we practice. It results in the empowerment of our clients.
- has made us an influential organisation, which is growing because we respond to the needs of the community.

### *Our values...*

#### **Relationships first**

•  
**Quality delivery  
 uncompromised**

•  
**Honesty**

•  
**Everyone is valuable**

### *Our universal behaviours...*

- Present professionally in every interaction
- Treat everyone with dignity and respect
- Respect each person's contribution
- Communicate openly
- Provide realistic expectations of deliverables
- Follow through on our promises
- Take responsibility for our actions
- And we never give up

**Breaking down the barriers to life's opportunities  
 through responsible innovation in community services.**

*There's a community for everyone*