

Community Living Association Inc

5 Nundah Street, NUNDAH Q 4012 Tel. (07) 3266 5633 Fax. (07) 3266 5866

Managing: Community Living Program, ARROS & CoCos incorporating Reconnect and YSC.

Email. Co-Ordinator: moconnor@communityliving.org.au
General: reception@communityliving.org.au
Finance: finance@communityliving.org.au
Volunteers: volunteers@communityliving.org.au

Web. www.communityliving.org.au

Community Access and Homespace Worker

Community Living Association

www.communityliving.org.au

Position offers a wide range of individual, group and developmental work opportunities with Community Living Program.

Formal training or experience an advantage.

Full time position 38 hours/week

12 month position

SCHCADS Award Level 2 plus fringe benefits

Email reception@communityliving.org.au or

Phone 3266 5633 for Position Description and Selection Criteria

Applications close Monday 14th of May, 5pm

Community Living Association

ROLE DESCRIPTIONS

COMMUNITY ACCESS AND HOMESPACE WORKER

Purpose of this position:

To work with and under the direction of Associate CLA Workers, Community Living Workers, Outreach Workers and Youth Workers or Team Leaders in the support of constituents and young people.

The Community Access and Homespace Worker will need to develop a supportive and respectful relationship with constituents and their significant others:

- that is valuing of a constituent, their needs, aspirations and abilities; and
- which supports constituents to achieve a good life;
- to create a community which is inclusive of constituents.

To work in ways which offer constituents a variety of opportunities -

- to develop/maintain physical and emotional wellbeing;
- to develop/maintain personal meaning and personally value roles in their lives;
- to develop/maintain meaningful and rewarding connections with friends, with intimate relationships, with family and in the community;
- to improve the social and economic conditions of their lives; and
- to feel safe and free from exploitation.

Tasks Include:

There will be a number of tasks that Community Access and Homespace Workers will perform; these may vary according to particular needs of constituents, plans of constituents and directions from the Associate CLA Worker, CLA Worker or Team Leader. These tasks may include:

- supporting constituent's engagement in community activities;
- supporting constituents in their homespace;
- supporting constituents in accessing work.

The Community Access and Homespace Worker will also be required:

- to assist constituents to develop an awareness of their human right to engage in and join others in advocacy processes and proactively support avenues to do this;
- to challenge and confront ideas and actions which place constituents at risk of exploitation or involvement in illegal activities;

- to actively link constituents with people, services and activities in the community e.g. community activities, recreation services, employment services and accommodation options;
- to work with community groups and services by providing information and training, to enable them to be more responsive to the needs, requirements of people with a learning disability;
- to work collaboratively with other organisations to respond to common issues affecting the lives of constituents;
- to work collaboratively with other members of the team in planning and implementing ways of working;
- to share, as required, administrative responsibilities e.g. taking referrals, reception duties, on-call roster, answering phones, locking up and recording at team meetings;
- to be aware of all organizational policies and procedures and to act in accordance with these;
- to evaluate, share and document practice;
- to contribute to ongoing program development.

Accountability:

- Community Access and Homespace Workers are accountable to the Team Leader or their nominated representative.
- Community Access and Homespace Workers will receive:
 - a. Line/Task Accountability support and oversight from Team Leader or their nominee. This may include:
 - pre-contact with constituent briefings
 - post-contact de-brief
 - emails/telephone calls for co-ordination, information exchange purposes
 - b. Group and individual supervision will be offered by arrangement with Team Leader or their nominee.
- Workers may be supported with opportunities for ongoing training and education.

Employee Level – Social, Community, Home Care and Disability Services Industry Award 2010

Community Access and Homespace Workers will be classified at Level 2 under the Award.

Characteristics of this level

- a. A person employed as a Social and Community Services employee level 2 will work under general guidance within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- b. General features at this level consist of performing functions which are defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Employees may be responsible for a minor function and/or may contribute specific knowledge and/or specific skills to the work of the organization. In addition, employees may be required to assist senior workers with specific projects.
- c. Employees will be expected to have an understanding of work procedures relevant to their work area and may provide assistance to lower classified employees or volunteers concerning established procedures to meet the objectives of a minor function.

- d. Employees will be responsible for managing time, planning and organizing their own work and may be required to oversee and/or guide the work of a limited number of lower classified employees or volunteers. Employees at this level could be required to resolve minor work procedural issues in the relevant work area within established constraints.
- e. Employees who have completed an appropriate certificate and are required to undertake work related to that certificate will be appointed to this level.
- f. Employees who have completed an appropriate diploma and are required to undertake work related to the diploma will commence at the second pay point of this level and will advance after 12 full-time equivalent months' satisfactory service.

Responsibilities

A position at this level may include some of the following:

- a. undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgement within clearly established procedures and/guidelines;
- b. achieve outcomes which are clearly defined;
- c. respond to enquiries;
- d. assist senior employees with special projects;
- e. prepare cash payment summaries, banking reports and bank statements, post journals to ledger etc and apply purchasing and inventory control requirements;
- f. perform elementary tasks within a community service program requiring knowledge of established work practices and procedures relevant to the work area;
- g. provide secretarial support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work;
- h. perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for moneys and assistance to clients;
- i. assist in calculating and maintaining wage and salary records;
- j. assist with administrative functions.

Requirements of the job

Some or all of the following are needed to perform work at this level:

a. Skills, knowledge, experience, qualifications and/or training

- (i) basic skills in oral and written communication with clients and other members of the public;
- (ii) knowledge of established work practices and procedures relevant to the workplace;
- (iii) knowledge of policies relating to the workplace;
- (iv) application of techniques relevant to the workplace;
- (v) developing knowledge of statutory requirements relevant to the workplace;
- (vi) understanding of basic computing concepts.

b. Prerequisites

- (i) an appropriate certificate relevant to the work required to be performed.

- (ii) will have attained previous experience in a relevant industry, service or an equivalent level of expertise and experience to undertake the range of activities required;
- (iii) appropriate on-the job training and relevant experience; or
- (iv) entry point for a diploma without experience.

c. Organisational relationships

- (i) works under regular supervision;
- (ii) provide limited guidance to a limited number of lower classified employees.

d. Extent of authority

- (i) work outcomes are monitored;
- (ii) have freedom to act within defined established guidelines;
- (iii) solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents and guidelines. Assistance will be available when problems occur.

Community Access and Homespace Worker (CLP)

SELECTION CRITERIA

The successful candidate will have a demonstrated ability and/or capacity to perform the tasks outlined in the selection criteria listed. Please note – it is essential to write half a page – one page responses for each selection criteria (with the exception of SC6, SC7).

SC1 - A basic respect, fondness, liking and empathy for others.

SC2- A determination to support others to achieve their goals and a willingness to be open to trying new ways. To always support the development of people's capacity in relationship, resources, knowledge and decision making.

SC3 – A commitment to ethical practice, to reflection, to ongoing learning.

SC4 – A willingness to challenge oneself and one's own limitations as a worker.

SC5 – A commitment to work with other staff, to learn from others, to utilise supervision effectively.

SC6 – A current driver's license, own car, eligibility for blue card and yellow card with concurrent exemption.

SC7 – To potentially work Tuesday to Saturday work week or Sunday to Thursday work week.

In responding to Selection Criteria, please **use examples of work** that you have been involved in.

Applications in writing to:
Co-ordinator
C.L.A. Inc
5 Nundah Street
NUNDAH QLD 4012

Or emailed to: reception@communityliving.org.au

Applications close 5pm, Monday 14th May 2018

The application is to include the following:

- A brief letter stating the position title of the vacancy and your name, address and phone number.
- A resume/curriculum vitae
- Your response to each of the selection criteria. Applicants who do not address all selection criteria will not be considered. We suggest a half page to one page response to each criteria (apart from SC6, SC7).
- The name, positions and phone number of at least two (2) referees who can comment on your abilities regarding the selection criteria.