



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.*

## Lifestyle Support Worker

Team	Community Services
Location	Brisbane – Southern Suburbs and Ipswich
Manager	Coordinator Community Services
Classification	Community Services Level 3 <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Part-Time

### Purpose

The purpose of this position as the Lifestyle Support Worker is to provide quality accommodation and community access services for people with Autism.

### Responsibilities

- Provide a safe secure, healthy and hygienic home environment for adults in accommodation or respite services
- Support clients as required in managing activities of daily living and addressing individual special needs
- Transport clients safely as required to attend day programs, medical appointments or for community access
- Assist in the development and implementation of positive behaviour support plans to manage and monitor complex and challenging behaviours
- Develop and maintain positive, respectful relationships with clients and support clients in the development of positive and valid community relationships
- Liaise with all relevant stakeholders in relation to client services
- Maintain appropriate documentation for each client and ensure all reporting is completed in accordance with Autism Queensland Quality Assurance (AQQA) policies and procedures
- Participate in team meetings, training and development activities to develop and maintain knowledge, service standards and compliance with AQQA policies and procedures

## Key Performance Indicators

- All support provided to clients is provided and documented in accordance with AQQA systems and Human Service Quality Standards
- Client Individual Support Plans are in place and are implemented and reviewed regularly
- Client documentation and reporting is timely and compliant with AQQA policies and procedures
- Documented evidence of communication with relevant stakeholders
- Community access outings and events are arranged on a regular basis and are relevant to client age and interests
- AQ fleet and/or private vehicle used to transport clients is driven and maintained in accordance with relevant policies and procedures
- Attendance at and participation in team meetings and professional development training
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Certificate III or IV in Disability Services or higher relevant qualification
- Knowledge and understanding of Human Service Quality Standards
- Demonstrated ability to work autonomously and as a member of a team
- Proven ability to communicate effectively – both verbally and in writing
- Demonstrated understanding of the need to establish and maintain professional boundaries
- Literacy, numeracy and computer skills sufficient to support documentation requirements and client needs including administration of medication and management of personal finances
- Proven interest in and willingness to promote the independence and social inclusion of clients in supported accommodation

### *Highly-regarded*

- Experience working with adults and children with ASD or with a disability
- Experience with adults and children who present with challenging behaviours
- Basic to intermediate Microsoft Office Skills

## Special Conditions & Requirements

- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- Retention of an open Driver's Licence and ability to drive a seven-seater vehicle
- Availability of a private vehicle for work use is desirable
- Required to work within a 24 hour/7 days per week roster, with sleepover shifts
- Required to work at various client homes in southern suburbs of Brisbane and Ipswich
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card

Position Description Reviewed: November 2018