

POSITION OVERVIEW

Key Worker – Access CREATE Access

Position Purpose:

This position is within the CREATE Access Geelong department which provides individualised support to people with a disability in both the Barwon South West Region. The Key Worker role is part of the Futures for Young Adults program and is responsible for developing individualised goals for participants and to assist them to meet their nominated outcomes.

Conduct of this role is to be within the context of:

- CREATE Mission, Commitment, Values, and Culture;
- CREATE policy & operational procedures;
- CREATE Code of conduct and Code of practice; and
- CREATE Personal standards criteria;

Principal Accountabilities:

Accountable to Team Leader – Access for:

- 1) Establishing positive, professional relationships with participants, their families, and extended networks;
- 2) Providing one-to-one support to participants with a disability as per case management guidelines;
- 3) To be abreast of community networks and resources that would benefit people with a disability;
- 4) Working proactively to engage support to assist participants transitioning to a more independent life; and
- 5) Assist individuals to develop and realise their goals through engagement in the community;

Typical Duties

- 1) Manage allocated participant case loads in line with organisational policies, procedures and relevant legislation; including:
 - reporting requirements;
 - case notes;
 - participating in regular supervision meetings;
 - provide feedback on case planning and behaviour management strategies
 - client reviews
- 2) To approach and network with clubs, community organisations and potential employers on behalf of participants;
- 3) Liaising with participants, families, and carers in dealing with issues as they arise;
- 4) Complete any incident reports in line with CREATE and Department of Human Services (DHS) requirements as appropriate and keeping the Team Leader informed of status of incidents; and
- 5) Be an active team member of the ACCESS department and attend staff meetings as required.

KEY POSITION CRITERIA

Essential to this position

- 1) Relevant qualification(s) and experience;
- 2) Sound understanding of issues confronting people with a disability;
- 3) High level of interpersonal skills including the ability to listen and negotiate with a variety of people;
- 4) Strong commitment to supporting people with a disability to achieve their goals;
- 5) Ability to problem solve with creativity and initiative;
- 6) Ability to set priorities and effectively plan and organise work independently;
- 7) Ability to work as part of a team; and
- 8) High level of computer literacy skills.

Also essential to all CREATE employees is a high level of personal standards including:

- personal presentation;
- work attitude, commitment and dedication;
- professionalism;
- work relationships with peers, senior management and all other staff;
- problem solving and conflict resolution skills; and
- personal initiative.

SUPPORT

This position will be resourced and supported by:

- open door access to Team Leader – Access;
- monthly monitoring and evaluation sessions;
- professional development opportunities; and
- access to the Chief Executive Officer via department manager if required.

PERFORMANCE

Annual performance and achievement reviews are assessed against:

- Position overview;
- Key position criteria;
- Specific objectives as set with the Team Leader; and
- Comprehensive reporting of core functions.

CONDITIONS OF EMPLOYMENT

Position Title

Key Worker
CREATE Access

Classification

Social and Community Services employee level 2 – 3, depending on skills and experience.
Social, Community, Home Care and Disability Services Industry Award 2010.

Contract period

Start Date

Position is full time and continuing following a successful 3 month probationary period AND provisional upon appropriate funding levels.

Hours of work

38 hours per week (76hrs per fortnight) within normal business hours or as agreed.

Salary

Salary range is as per Social, Community, Home Care and Disability Services Industry Award 2010 Award, relevant government legislation and CREATE's policies and procedures.

Salary is paid fortnightly, directly into employee bank account upon receipt of a signed CREATE timesheet. Salary packaging is available within CREATE (Geelong) Inc. guidelines.

Vehicle

No vehicle is provided in resourcing this position however pooled vehicles may be available for approved business related travel.

Entitlements & conditions

Entitlements and conditions as specified within the Social, Community, Home Care and Disability Services Industry Award 2010 and relevant government legislation.

Location

The primary location for this position is based at CREATE's Head Office, Mackey Street, North Geelong.

Responsible to

Team Leader - Access

Variations

Employment variations and changes by exception must be agreed and authorised by the Chief Executive Officer and documented within relevant confidential employee file.

Delegated authority

The level of delegated authority is that required to fulfill areas of designated responsibility and as per CREATE delegation of authority policies and procedures or CEO authorised delegation by exception.

Termination

Employment termination by either employee or employer must be as per the conditions of the Social, Community, Home Care and Disability Services Industry Award 2010 and relevant government legislation.

Confidentiality

All confidential records, documents and other papers, together with any copies or extracts thereof and/or intellectual property, made or acquired by you in the course of your employment shall be the property of the organisation and must be returned to CREATE on the finalisation of your employment.

All CREATE staff members are required to sign a Confidentiality Agreement upon commencement of their employment.

MANDATORY

Mandatory to this position:

1. Provision of certified transcripts of academic record and statement(s) of relevant professional experience and training;
2. Curriculum vitae beginning with most current employment particulars;
3. Statement addressing key selection criteria;
4. Three current referees;
5. Satisfactory police check;
6. Working with children check if relevant in employee actually working with children; and
7. Current Driver's Licence.

POSITION APPLICATION

Applications for this position to be marked CONFIDENTIAL and forwarded to:

The Chief Executive Officer
CREATE (Geelong) Inc
PO Box 146, CORIO VIC 3214
e. headoffice@creategeelong.com
p. 03 5240 2100
f. 03 5272 2304

<http://www.creategeelong.com>

Applications must be received by

EMPLOYMENT AGREEMENT

This employment agreement is between:

CREATE (Geelong) Inc
Mackey Street
NORTH GEELONG VIC 3215
and
Name
Address
TOWN VIC 3220

Position Title

Key Worker - Access
CREATE Access Division

Classification

Social and Community Services employee level 2/3, depending on skills and experience.
Social, Community, Home Care and Disability Services Industry Award 2010.

Contract period

Start Date

Position is full time and continuing following a successful 3 month probationary period AND provisional upon appropriate funding levels.

Hours of work

38 hours per week (76hrs per fortnight) within normal business hours or as agreed.

CREATE Business Hours

8.30am – 5.00pm Monday to Thursday
8.30am – 3.00pm Friday
Includes an unpaid half hour lunch break

Salary

Annual Gross Salary range of \$39,131 – \$42,521 (pro rata) plus 9% superannuation

Salary is paid fortnightly, directly into employee bank account upon receipt of a signed CREATE timesheet. Salary packaging is available within CREATE (Geelong) Inc. guidelines.

Entitlements & conditions

Entitlements and conditions as specified within the Social and Community Services employee level 2 – 3, and relevant government legislation.

Location

This position is be based at CREATE Head Office, Mackey Street, North Geelong.

Responsible to

Team Leader – CREATE Access

Variations

Employment variations and changes by exception must be agreed and authorised by the the Chief Executive Officer and documented within relevant confidential employee file.

Termination

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