

Position Description

(People & Culture)

Organisation Context

Accessible Diversity Services Initiative Limited. (ADSI) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity, and social justice. It is committed to developing strategies that address the needs of all Australians, in particular, groups with special needs such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability. For more information about ADSI, please visit www.adsi.org.au

Position Details

Job Reference:	A&DCW	Version:	1
Position Title:	Caseworker – Aged Care & NDIS		
Award Classification:	SCHADS Level 4	Employment Conditions:	As per Contract

Relationships

Accountable to:	ADSI Board of Directors through the CEO
Reporting to:	Team Leader - Aged Care & NDISCW
Direct Reports:	Nil

Essential Selection Criteria

1	Tertiary qualification (higher than Diploma) in Community Services, Social Science, Social Work or any health related courses
2	Minimum 1-year (Degree)/3-year (Diploma) experience in casework in aged care / NDIS
3	Excellent customer services with passion for best outcomes for care recipients and their families
4	Advanced skills in managing individual packages / funding including assessment, budgeting, care plan
5	Proven ability in community engagement to attract and retain consumers
6	Effective time management and organisational skills to plan and prioritise work tasks
7	Knowledge of health care in a community environment to co-ordinate quality service delivery.
8	A team player with independent problem-solving skills and ability to work under pressure
9	Excellent communication skills and enjoy working with team members and partners
10	Full NSW driver's license and a reliable fully insured vehicle
11	Current First Aid Certificate
12	Current Working with Children Check and National Police Check Clearances (Paid Worker)
13	Certificate of COVID-19 vaccination (minimum 3 doses) and up-to-date flu vaccination
14	NDIS Worker Check (NDISWC) Clearance

Employee Initial _____

Desirable Selection Criteria

1	Experience working in a CALD environment and ability to speak second language other than English
2	Experience in intensive individual care/support such as social work, RN or allied health highly regarded

Primary Roles

Provide high quality, flexible and responsive case management and coordination services to older people, people with disabilities and their carers

Responsible for quality planning, recording and administrative support to the Manager - Aged & Disability, support workers and carers

Position Specific Duties

Read, understand and follow the employer's Policies & Procedures, case management standards, WHS rules and other legislative or regulatory obligations for employees

Hold support workers accountable to their duties, obligations, including performance and conduct to meet client's need

Apply person-centred principle and team spirit in daily work, at all times

Lead development, implementation, and evaluation of assessment, budgets and care plans with care recipients, carers and support workers.

Provide quality casework and care support to allocated aged care / NDIS recipients/carers in all aspects

Timely and accurately update systems and other records relevant to services as per internal rules

Promptly respond to changes relevant to care recipients or support workers with records

Follow incident, risk management and WHS rules to assess, identify and respond strictly/timely

Liaise with rostering and support workers for shifts/events considering culture, language, availability etc.

Contribute to periodical external/internal service audits, based on evidence

Provide health education, promotion, and prevention to care recipients and their carers

Connect care recipients to services in the community to ensure their needs are fully met

Work collaboratively with other staff, agencies to meet special and/or ad hoc needs of clients

Attend staff meeting, supervision, training, and development sessions

Other duties commensurate with the functions and roles of the position

Employee Initial _____

Position Specific Focus

Service Type	Casework / Care Support
Cultural Group	All
Age/Gender Group	All
Service Focus	Support Coordination / Case Management

General Duties for All ADSI Employees

Adhere to ADSI mission, vision, and values
Adhere to the ADSI Policies & Procedures, service principles and standards
Maintain client and organisational privacy and confidentiality
Attend regular supervision and staff meetings
Attend relevant training and professional development
Maintain appropriate records and statistics
Share information and resources with other ADSI staff
Compliant with all WH&S requirements at ADSI

Declaration

NSW Working with Children Check (Paid Worker) clearance is mandatory for Employee of this position **prior to** employment commencement.

National Police Check Clearance & NDIS Worker Clearance are mandatory for Employee of this position **prior to** employment commencement.

Manager Name

Employee Name

Manager Position

Manager Signature

Employee Signature

Date

Date