

## COMMUNITY SERVICES COACH POSITION DESCRIPTION

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<b>CLASSIFICATION</b> (as per Enterprise Agreement)	Level 2 Orana Australia Limited Enterprise Agreement 2018
<b>SERVICE AREA</b>	Port Augusta Day Options

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### 1. POSITION PURPOSE

The Community Services Coach is to provide a positive and supportive environment for people with a disability that facilitates growth and development, reflecting individuals' diversity and interests. The Community Services Coach is to provide opportunities that enable individuals to reach their own potential as a valued member of their community.

The Community Services Coach will actively work to the vision, mission and values of Orana, and act as a role model for other team members.

### 2. POSITION RESPONSIBILITIES

#### Person-centred Knowledge and Application

- Has a working knowledge of the process through which a person with disability identifies their goals and aspirations and how person-centred plans are developed.
- Understands the person-centred approach.
- Assists with practical implementation of plans and service offerings/supports to meet a person's goals.

#### Personal Care, Skill Development and Support

- Understands and follows individual support plans to address a person's goals and health and wellbeing.
- Provides standard personal care, living skills, transport, social and other support.
- Engages with the person to support achieving goals and encourages further independence.
- Uses appropriate tools and technology to support the person's skill development.
- Under guidance, administers medications and provides assistance involving precise and complicated procedures.
- Gathers information through awareness and observation.
- Supports necessary referrals.

#### Participation and Inclusion

- Supports a person with disability in the areas of life learning, recreation, participation and inclusion.
- Advocates for a person as required.

#### Community Engagement and Education

- General knowledge of functions of community networks and links with other community services providing direct services.
- Presents people with disability positively and educates community members.
- Facilitates opportunities for involvement in the community.

### **Reporting, Documentation and Administration**

- Adheres to reporting, documentation and administrative requirements about changes in a person's achievements, self-care and/or behaviour.
- Maintains appropriate case notes and other documentation.
- Uses relevant communications and technology systems to meet reporting and administrative requirements including creating records of support.
- Suggests changes to improve documentation, reports and administration within the context of the role.

## **3. REQUIREMENTS OF THE POSITION**

### **3.1 Qualifications, Skills and Experience**

- Certificate III in Individual Support (Disability)
- Provide First Aid Training to be renewed every three years
- CPR Training to be renewed every twelve months
- Medication Administration Certificate to be renewed every twelve months
- Manual Handling to be renewed every 2 years
- Experience working with people with disability in a community or day setting

### **3.2 Employment Screenings and Professional Memberships**

- DHS Disability Services Employment Check to be renewed every three years

### **3.3 Special Conditions and Requirements**

- Occasional work out of hours may be required
- Orana may require you to carry out other duties as directed that are commensurate with the skills and competencies of the classification level
- Current Driver's Licence permitting driving in Australia and willingness if needed to use own vehicle for Orana business

## **4. REPORTING RELATIONSHIPS**

Reports to the Community Services Coordinator and supports team members.

## **5. AUTHORITY AND ACCOUNTABILITY**

Authority to work within the scope of the position description within a team environment.

## **6. PERFORMANCE STANDARDS**

The performance of the incumbent will be measured annually by:

- Complete 100% of client-related documentation (including incident reports) within 24 hours
- Report 100% of incidents to the Community Services Coordinator as soon as possible, and within 24 hours
- Nil errors in medication administration
- 100% compliance with Orana's policies and procedures
- 100% compliance with work and client-related instructions from Community Services Coordinator
- 100% compliance with working in a person-centred manner at all times in adherence with current client support plans
- 100% compliance with following work, health and safety guidelines

**Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.**

**In signing this document, I confirm that I have read, understood and acknowledge the Position Description for this position and agree to operate within its bounds.**

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**PRESENT INCUMBENT** :  
**PRESENT INCUMBENT SIGNATURE** :  
**DATE OF APPOINTMENT** :  
**VERSION NO** : 4  
**DATE ISSUED** : June 2020  
**EXECUTIVE MANAGER APPROVAL** : Rowena Cornish

**Purpose**

Orana provides people with disability the opportunity to live and work within their local community, fulfil their dreams and become valued and productive community members.

**Vision**

Contributing to a socially inclusive community.

**Mission**

Creating responsive and sustainable partnerships that empower our clients within the community.