



POSITION DESCRIPTION

Title	Complex Care Attendant (Casual)
Program/Department	MacKillop Disability Services (Metro) –
Award	Social and Community Services
Classification	Casual Social Worker Class 2
Term	As Required
Position reports to	Disability Coordinator

1. CONTEXT

MacKillop Family Services was formed in 1997 with the refounding of seven Victorian child welfare agencies of the Sisters of Mercy, Christian Brothers and Sisters of St Joseph.

We are one of the largest providers of specialist support services to vulnerable and disadvantaged children, young people and their families through five core areas of service:

- Supporting Families experiencing disadvantage and crisis;
- Supporting Families raising a child with a disability;
- Education and training services for children and young people;
- Services for children and young people who are not able to live at home; and
- Services for the former residents of our founding agencies.

Our services are clustered in eleven Programs which are in turn grouped into three Divisions. The three Divisions are Barwon Services, Community Programs and Alternate Care. Some 380 staff and 400 volunteers are involved each fortnight in our services across Melbourne and Geelong.

2. DESCRIPTION OF PROGRAM / DEPARTMENT

The MacKillop Disability Services (Metro) Service is part of the Metro Community Program Care Division, which also includes the Heritage & Information Services, Family & Community Service and Rice Education & Youth Services Programs.

MacKillop Disability Services (Metro) works with families to assist them in caring for a child with a disability in Melbourne's west and includes residential care option for young adults.

3. KEY FUNCTION

The Complex Care Attendant will be employed in a casual capacity to support in-home respite within the Western suburbs and will report to the relevant Coordinators

4. RESPONSIBILITIES

4.1 Service Delivery:

The Complex Care Attendant shall:

- Support children and young people with disabilities who have complex care needs
- Demonstrated experience in: PEG/NG feeding, suctioning, stoma/wound care, Oxygen, epilepsy and/other.
- Respond to instruction and direction from Disability coordinators and family.
- Maintain a person centered approach with children/young adults
- Respect family dynamics and support family involvement.

4.2 Team Participation

The Complex Care Attendant shall:

- Contribute as a Team Member within the Disability Program.
- Constructively participate in supervision and feedback with the appropriate Coordinator
- Participate in appropriate professional development opportunities.

4. ACCOUNTABILITY

The Complex Care Attendant reports directly to the relevant Coordinators- Disability Services (Metropolitan).

5. CONDITIONS OF APPOINTMENT

This position is Casual.

Terms and conditions of employment shall be in accordance with MacKillop Family Services Enterprise Agreement 2003, with a salary equivalent to the classification of Social Worker Class 2 as specified under the Social and Community Services Award. (Commensurate with individual qualifications and experience)

6. SELECTION CRITERIA:

The successful applicant will have:

- Relevant qualifications and/or experience in disability as well as complex care.
- Demonstrated ability to relate to young adults with intellectual and physical disabilities.
- Ability to work as part of a team.
- Well developed interpersonal and communication skills
- Good organisational skills.
- Ability to coordinate with other workers, community services and resources.
- Capacity to deal with multiple demands and the unexpected.
- Good literacy and numeracy skills.
- A current Victorian Drivers License
- Certificate in Level 2 First Aid.
- Support for the mission and ethos of MacKillop Family Services.

7. PROFESSIONAL DEVELOPMENT

The Successful candidate will be required to complete mandatory training as set out in the MFS Training Calendar. For example:

- Emergency Fire Safety Training
- Staff Induction/Orientation
- Privacy
- Managing the Prevention of Discrimination, Harassment & Bullying
- First Aid Level 2/OH&S
- Police check
- Working with Children’s check
- Managing the Potentially Violent Client
- Evasive Self Defence
- Crisis Intervention

Authorised By General Manager:	
Date:	11/06/2009



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