



Disability Attendant Support Service Inc.

RETURN DETAILS – please forward to **careers@dassi.com.au** or your nearest DASSI office:

- Head Office, 388 High Street, Northcote 3070
Phone: 9481 2355 Fax: 9482 3820
- The Stables, 265 Pakington Street, Newtown 3220, or PO Box 7173, Geelong West 3218
Phone: 5223 1081 Fax: 5223 1093
- 35 Armstrong Street South, Ballarat 3350, or PO Box 362, Ballarat 3353
Phone: 5332 4611 Fax: 5332 1433

APPLICATION FORM for the position of ATTENDANT SUPPORT WORKER

Date of Application: ____ / ____ / ____

Where did you hear about this position?

Seek MyCareer The Age Leader Other (please specify) _____

PERSONAL DETAILS

Mr/Mrs/Ms/Miss Family Name:		Given Names:	
Street Address:		Suburb:	Postcode:
Telephone Number:		Mobile Number:	
Email Address:			
Languages Spoken:			
Australian Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Visa Type:	
		Visa Number:	Expiry: ____ / ____ / ____
Are you prepared to work with a person who smokes cigarettes?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

TRANSPORT

When employed as an Attendant Support Worker at DASSI you may be required to assist a service user with transport using your own vehicle or a service user's vehicle. If using your own vehicle you are required to ensure it is fully roadworthy and registered at all times.

Which types of transport do you use? Car Motorbike Bicycle Public

If you have your own vehicle, is it roadworthy and fully registered? Yes No

Are you willing to transport service user's using your own vehicle? Yes No

Are you willing to drive a service user's vehicle as part of providing service? Yes No

Licence type: Full P Plate Learners/None Manual Automatic

Drivers Licence Number:

Expiry Date: ____ / ____ / ____

EXPERIENCE AND TRAINING

Attendant Support Workers may be involved in a range of support including personal care, community access, therapy, recreation and light domestic assistance.

	Do you have experience or training (Include Family and Volunteering) (Please List Type)	If so, for what period of time?
ASSISTING PEOPLE WITH:		
Physical Disabilities		
Acquired Brain Injury		
Spinal Injuries		
Intellectual Disabilities		
Children with Disabilities		
Ventilator Dependant Individuals		
Depressed Immune Systems		

	Do you have experience or training (Include Family and Volunteering) (Please List Type)	If so, for what period of time?
PERSONAL CARE:		
Bathing/Dressing/Grooming		
Gastrostomy (PEG Feeds)		
Toileting		
Bowel/Catheter Care		
Standard Precautions		
MANUAL HANDLING:		
Physical Assistance with Transfers		
Hoists		
Use and basic maintenance of equipment/aid		
WORKING WITH PEOPLE WHO HAVE:		
Challenging Behaviour		
Communication Difficulties		

ANY OTHER FORMAL TRAINING OR QUALIFICATIONS

Please list any training or qualifications that you have completed or are currently studying. Please state the year you completed or your expected completion date.

Course Name	Completion Date	Expected Completion Date

INTERESTS

Please list your personal hobbies or interests to assist in matching you with service users:

WHEN ARE YOU AVAILABLE TO WORK?

The more flexible you are, the more likely we can match you to a service user.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Morning 6am-12pm							
Afternoon 12pm-5pm							
Evening 5pm-11pm							
Sleepovers 11pm-7am							

Ideally, how many hours a week would you like to work?

CONTACT AVAILABILITY AFTER HOURS

DASSI provides service users with a 24 hour emergency after hour's service. When staff are unavailable / unwell we may need to contact other available staff after hours to assist service users. Are there times of the day/weekend when you DO NOT wish to receive calls from this service? (Please note: If you do not specify times that you do not want to be called you may be called at any time.) Please specify:

***If you are not attaching your resume, please fill in the details below**

EMPLOYMENT DETAILS (in order of most recent)

Starting Date:	Finishing Date (if applicable):
Name of Company/Organisation:	
Address:	
Position Held:	
Position Responsibilities:	

Starting Date:	Finishing Date (if applicable):
Name of Company/Organisation:	
Address:	
Position Held:	
Position Responsibilities:	

Starting Date:	Finishing Date (if applicable):
Name of Company/Organisation:	
Address:	
Position Held:	
Position Responsibilities:	

Have you worked at DASSI previously? Yes If so when? From: ____ / ____ / ____ To: ____ / ____ / ____ No

REFEREES

Please list 3 referees. Ensure at least 2 are professional (past work supervisors, managers who can comment on your work). We will NOT accept references from family members. If we are unable to contact your referees we will request further referees.

Name:	Referee is: <input type="checkbox"/> Work <input type="checkbox"/> School <input type="checkbox"/> Other
Address:	
Telephone Number:	Have known from: / / to: / /
Relationship (please detail):	

Name:	Referee is: <input type="checkbox"/> Work <input type="checkbox"/> School <input type="checkbox"/> Other
Address:	
Telephone Number:	Have known from: / / to: / /
Relationship (please detail):	

Name:	Referee is: <input type="checkbox"/> Work <input type="checkbox"/> School <input type="checkbox"/> Other
Address:	
Telephone Number:	Have known from: / / to: / /
Relationship (please detail):	

EMERGENCY CONTACT DETAILS

Name:	Relationship:
Address:	
Telephone Number B/H:	A/H:

POLICE CHECK

A Police Check is mandatory for all prospective Attendant Support Workers.

Will this police check show that you have a current police record? Yes No

Do you understand that DASSI will undertake a Police Check on your behalf and then deduct the government fee of \$29.80 from your first pay? Yes No

Please note that failure to disclose offences may result in the termination of your employment.

PRE-EXISTING INJURY OR DISEASE DISCLOSURE STATEMENT

Disability Attendant Support Services Inc. (DASSI) is committed to providing a safe working environment for all employees. As part of this it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with DASSI we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the attached Position Description.

Pursuant to S.82(7) and (8) of the Accident Compensation Act, you are required to disclose to DASSI any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would not entitle you to compensation pursuant to the Accident Compensation Act should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of employment with DASSI. DASSI will rely upon any failure to disclose in accordance with the provisions of the Accident Compensation Act as grounds for denying compensation in accordance with S.82 (7) and (8).

Section 82, (9) of the Act, prevents you or your dependants recovering compensation in respect of an injury and or disease, you or your dependants cannot rely on this section to claim to be entitled to take any other action or proceedings in respect of the injury whether under this Act or otherwise.

Should any alteration, change or rearrangement be necessary to enable you to effectively carry out the inherent requirements of the position, we also request that you disclose these requirements. DASSI is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position.

Please disclose in the space below any pre-existing injuries or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with DASSI (attach a separate page if necessary).

DISCLOSURE ADVICE – (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of Applicant:	Date: / /
-------------------------	-----------

DECLARATION

I declare that the information I have provided is, to the best of my knowledge, true and correct. I understand that if it is found that I have knowingly provided false information then my application may be rejected, or, if already employed, my services may be terminated. I also understand that any reoccurrence or aggravation of any injury or disease not declared on this form will not be eligible for support through DASSI or its insurers. I fully understand that, if my application is successful, all information concerning DASSI, its management, service users and Attendant Support Workers is strictly confidential and any unauthorised disclosure of this information may be considered a breach of confidentiality and may result in the termination of my employment.

Signature of Applicant:	Date: / /
-------------------------	-----------

RETURN DETAILS – see front page



ATTENDANT SUPPORT WORKER (ASW) Position Description

Disability Attendant Support Service Inc.

Position Title:	Attendant Support Worker	Employee Name:	
Department/Service:	Client Services:	Date:	
Position Reports to:	Service User Coordinator	Positions Reporting to this one:	None
Purpose of the Role:	Provide one-to-one attendant support to people with a disability who need assistance to live, learn, and work independently in the community.		
Experience:	<ul style="list-style-type: none"> • Demonstrated ability to work within a service user focused model. • Ability to work with families and/or other support networks. • Ability to work in a team or individually as required. • Ability to establish and maintain appropriate personal and professional boundaries. • Ability to assist with personal care and activities of daily living including assistance with rehabilitation, transfers and mobility, transportation and skill development. 		
Skills:	<ul style="list-style-type: none"> • Good verbal communication skills with the ability to listen and provide clear information. • Demonstrated ability to identify and resolve problems. • Ability to remain calm under pressure and control inappropriate actions during a situation. • Ability to act with clarity and sensitivity in relation to service user issues. • Respond to challenges with innovative approaches and solutions. • Excellent interpersonal skills with the ability to collaborate and share information. • Ability to deal effectively and diplomatically with service users and families. • To establish and maintain a good working relationship with people with disabilities and their support network. • Excellent organizational and planning skills. 		
Qualifications:	<ul style="list-style-type: none"> • Certificate III in Disability is desirable or other equivalent recognized qualifications. • Demonstrated knowledge of the disability sector. 		
Other:	<ul style="list-style-type: none"> • Work within OH&S policies and procedures. • Work in accordance with the individual support plan. • Respect the dignity and privacy of each service user. • Comply with Attendant Support Worker Manual. 		
Desirable:	<ul style="list-style-type: none"> • Knowledge of supporting a person with an ABI or other acquired disability desirable. • Second language other than English desirable. • Hoist skills preferred but training is provided. • Current Victorian Driver's licence preferable. 		
Organisational context of the Position, including critical working relationships:	DASSI is a not for profit organisation providing one to one attendant support to people with a disability who need assistance to live, learn and work independently in the community. The position of Attendant Support Worker is within the Services team and plays a significant role in the support for service users, thereby enhancing DASSI's reputation and delivering of quality services.		

Accountabilities – These outline the responsibilities and outcomes required of the role and form the basis of an individual's Performance Plan.

- Maintain interpersonal communications with service users and their families and provide advisory, social and emotional support services.
- Promote the maximum physical and social integration through the participation of service users in the life of the community and ensure access to the community.
- Observe the safe working practices you have been trained in, and as far as you are able, protect your own and others health and safety.
- Cooperate with managers in consultative processes that improve health and safety by using the relevant tools and systems, such as procedures, guidelines and policies.
- Demonstrate commitment in day to day work to assist in contributing to high quality, safe, flexible and consistent support to service users.
- Be aware of and comply with DASSI policies and procedures.
- Comply with the principles of equal employment opportunity, including providing a workplace that is free from harassment and unlawful discrimination.
- Ensure compliance with DASSI's Occupational Health and Safety policies and procedures, including the reporting of incidents and participation in occupational health and safety committees and workplace audits.

Major Functions of the Job. Describe the key tasks and activities of the position

- Assist service users in daily living, and assist in the provision of person and self care activities such as toileting, food preparation, eating, dressing, maintenance of personal hygiene, arranging external appointments, general unit/household maintenance and domestic duties such as cooking, cleaning and laundry.
- Assistance with rehabilitation and therapy.
- Assistance with transfers, mobility and personal administration.
- Accessing employment, social, recreational, and educational activities.
- Maintain confidentiality of information and records of DASSI.
- Any other duties as directed by the Service User Coordinator or Manager.

I acknowledge and agree that the above details are a true and accurate description of my current position

Employee's Signature:

Date: / /

Print Name:

Manager Signature:

Date: / /

Print Name: