
HR - Position Description - Life Skills Officer

Title	Life Skills Officer
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Reports To	Operations Manager
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Principal Objective/s	1. To provide a superior and efficient service to meet the individual needs of participants in all aspects of service delivery.
	2. Providing support, skills development, promoting independence and integration of the participant into their home and community.

Responsibilities & Duties	1. Provide a positive and supportive environment for participants to reach their full potential and attain their goals.
	2. Skills training in areas of education, health, communication, mobility, personal development, leisure activities, employment, and daily living skills.
	3. Assist, contribute to and implement an individual plan for the individual participant. Need to contribute regular file notes regarding progress towards goals in individual's plans.
	4. Actively support Headway's Child Safety Policy and be committed to upholding the rights and safety of all children accessing our service. Understand child safety, child abuse, what to look out for and actions to take. This includes an understanding of CALD and aboriginal cultural safety and abuse. Report all concerns immediately.
	4a. With the participant's permission, liaise with relevant agencies.
	5. Establish links with appropriate community resources.
	6. Maximise the physical and social integration in the community.
	7. Maintain interpersonal communications with participants and their carers.
8. Participate in any staff training or team meetings relevant to this position.	

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	9. To abide by the policies and procedures of the organisation.
	10. Home care/personal care and respite care for families where required.
	11. Ability to deliver services, utilising principles of person-centered outcomes.
Selection Criteria	1. Certificate IV Community Services (Disability) or equivalent qualifications are highly desirable.
	2. Background knowledge of Acquired Brain Injury/Disability and other disabilities.
	3. Proven ability to work effectively with individuals who display behaviors of concern.
	4. Effective communication skills in all work environments.
	5. Ability to contribute to planning, development, implementation, monitoring and modification of individual participant plans according to the participant's needs. Knowledge of NDIS.
Other Requirements	1. Ability to work flexible hours.
	2. Current and satisfactory police check, it is a condition of employment that a current and clear police check is maintained. Also, a current WWC check and a clearance from the Disability Workers Exclusion Scheme.
	3. Current driver's license and comprehensive car insurance.
	4. A current First Aid Level 2 Certificate is maintained.
	5. Ability to work with minimal supervision.
	6. Nomination of at least 2 referees.

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Approved	
Name	Jenelle Henry
Position	Chief Executive Officer
Signature	
Date	

Incumbent Statement

I have read and understood the above position description.

Name

Date

Signature