



## POSITION DESCRIPTION

<b>Position Title</b>	<b>LIFESTYLE ASSISTANT (LSA)</b>
<b>Organisation</b>	Community and Specialist Support Inc (CASSI)
<b>Date</b>	January 2017
<b>Purpose of this position</b>	<p>Lifestyle Assistants are actively involved with each person that CASSI supports to live well in their community. CASSI approaches this sense of involvement both within the homes of our service users and the community that each person is a part of.</p> <p>Community is people of all ages and cultures, who share various interests, roles and commitments. By our contributions and involvement, we are identified, recognised and have belonging in community. When we are appreciated for our contributions we feel valued and included.</p> <p>CASSI is a specialist disability support service which has particular skills in working with people who have high and complex support needs. A person with high and complex requirements for support, has social needs just like others, as well as disability needs. When the day to day focus is meeting disability needs, human needs can be overlooked.</p> <p>At CASSI our service will always endeavour to include human needs in our focus. That is how we discover what is authentic to each person; And that will always begin with learning about each person's story, significant events, places and people, gifts and strengths. Importantly we also seek to discover their interests and what it is that each person values. Through knowing a person's values, we discover how those values can be expressed in existing or potential roles.</p> <p>Connection with others doesn't always happen naturally. By using a variety of tools and skills with intention, and a thorough step by step process, we plan for success. It is important to be with and pay close attention to the person, to notice what they enjoy and what they require. We need to notice opportunities in the community and what others of similar age and interests are doing.</p> <p>All this knowledge goes to inform the planning process. CASSI's work is defined and clarified</p>

	<p>through our planning processes. The daily work that a LSA does to support each service user is identified by and through the planning processes.</p> <p>All our planning is done in the context of this purposeful statement about community; our service user's place within the community and roles we have as a service to support those roles. As roles, skills and needs are continuously changing and evolving, we adapt to the person as this happens.</p> <p>We aim to provide and adapt the necessary support for connection to the community in which each service user lives, by:</p> <ul style="list-style-type: none"> <li>• establishing, developing and maintaining meaningful relationships and involvement within the community</li> <li>• maintaining valued relationships with family members and significant others</li> <li>• maintaining cultural, linguistic and religious backgrounds</li> <li>• having the choice to involve families and others in decision making processes</li> <li>• access to regular services and facilities within the community</li> <li>• access to education, community-based training and skills acquisition</li> <li>• access to generic and specialised facilities and services</li> <li>• access to social, recreational and leisure activities, and membership in local clubs, community centres, fitness centres, sporting teams and travel services.</li> </ul>
<p><b>Qualification/ Experience</b></p>	<p><b>Desirable:</b> Certificate III Disability Studies or equivalent, and/or, 1-2 years experience in supporting people with a disability.</p> <p><b>Mandatory:</b> Current Senior First Aid and CPR certificate.</p> <p>Criminal History Screening</p> <p>And Current Driver's License.</p>
<p><b>Pay Rate</b></p>	<p>Level 2.2 – 2.4 - CASSI Pay rate schedule.</p> <p>Your remuneration level will be based on your years of employment with CASSI and/or your qualification status as per the SCHADS Award.</p>

	<p>LSA's are expected to be available for a mix of day, evening, night shifts and to work every second weekend.</p> <p>From time to time CASSI may also offer an individual agreement to LSA's that varies some of the provisions of the SCHADS Award, along with an improvement in the remuneration and benefits to staff.</p>
<p><b>Entitlements Conditions</b></p>	<p>CASSI is a respondent to the SCHADS Modern Award; details held by the Fair Work Commission. See their web site at <a href="http://www.fgwc.gov.au">www.fgwc.gov.au</a></p> <p>Staff at CASSI are also able to access a Salary Sacrifice arrangement through CBB. Participation is voluntary.</p>
<p><b>Reports to</b></p>	<p>In some support locations there is a House Co-Ordinator; that is the immediate person to whom a LSA will report. Every support location also has a Service Manager to whom all staff at that location will report.</p>
<p><b>Personal Care and Assistance with Household Management</b></p>	<p>LSA's will always work in ways that enhance and maximise the opportunities for each service user to be directly involved in his or her personal care and household management.</p> <p>The support plans that will have been devised for each person will be individualised and established with the assumption that we will enhance and maximise opportunities for each person's independence.</p> <p>CASSI operates in a person centred way and our approach to support is therefore individualised as well. Every service user will have an extensive and detailed description of the supports to which he or she and CASSI have agreed.</p> <p>Depending on the support needs, aspirations and abilities of each person that CASSI supports a LSA could be involved in any number of many different supports. These can include personal hygiene, bathing, oral hygiene, toileting, dressing, eating and drinking, preparation of meals, care of clothing, washing, ironing, and folding, care of home, washing up, making beds, dusting, vacuuming, care of equipment, general household chores, shopping, gardening and grounds, maintenance, repairs and care of pets.</p>

	<p>A LSA will also be engaged in any of the following supports which are part of our commitment to assisting our service users to be connected to their community. And as CASSI is a person centred service, these supports are provided in the context of detailed discussions with each person about their goals, aspirations and values. These can include assistance to take part in social outings, hobbies and crafts, physical activities and sports, taking an active part in the shopping, bill paying and similar tasks that come within the role of home maker as well as assisting with planning family visits and holidays.</p> <p>A LSA is also required to monitor the physical, mental and emotional health of service users and ensure medical attention is obtained as necessary. That will be arranged in consultation with a Service Manager.</p> <p>As an employee and as a member of support teams a LSA has a number of specific responsibilities. These include being positively involved in the planning processes that are made available to service users, communicate effectively and respectfully with others involved in the provision of support or in the management of support, represent CASSI in a positive way, maintain high personal standards, participate in training that is provided, attend and actively participate in team meetings, work as an effective member of a team and participate in reviews of your work performance.</p> <p>As an employee of CASSI it is a requirement that all staff adhere to all Occupational, Health &amp; Safety policies as set out by CASSI and statutory legislation. CASSI staff are required to take reasonable care for their own health and safety and that of the others that may be affected by their actions and omissions.</p>
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I have received, read, understood and will implement the above:

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Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name