



NHUUBALA
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EDUCATION
CENTRE



Maruma-li Community Ministries Pty Ltd
102 Amaroo Drive, Moree, NSW, 2400
www.ephraimhouse.org
moree@ephraimhouse.org
ABN: 61 112 914 897

Position Description

MCM Community Support Worker

Title: Community Support Worker
Employer: Maruma-li Community Ministries Pty Ltd
Employment Type: Casual / Permanent
Classification: Social, Community Homecare And Disability Services Award - Level 1
Reports to: Community Services Manager

About Maruma-li Community Ministries Pty Ltd (MCM)

MCM is a multi-faceted Christian community organisation that seeks to provide flexible and relevant services that achieve effective outcomes in the lives of the people we engage with and serve.

All of our work and services are founded on 8 values that we expect all employees and volunteers to apply to their professional workplace practices. For more information about these, you can refer to our Values & Expectations document.

| | | | |
|------------------|-------------------|--------------------|----------------------|
| Gospel Love | Gospel Leadership | Gospel Stewardship | Gospel Timing |
| Gospel Community | Gospel Walk | Gospel Hope | Gospel Communication |

The programmes and ministries within MCM are created to overlap and mesh together to best support participants to achieve their goals and have their current needs met.

Position Purpose

The purpose of this position is to provide a variety of support services to people living with disability and/or disadvantage, supporting them to reach their goals, and assisting them to maintain their health, homes and/or families, and providing support to access the community including services delivered by other providers, as required.

Position Scope

Budget: Expenditure is to be requested from and approved by MCM Community Services Manager, and in accordance with any participant funding agreements allocated to them.

People: You will be responsible to report and communicate with the MCM Community Services Manager through several communication avenues, including completion of shift notes, incident reports, completing data collection logs and participating in staff meetings.

You are required to work as part of a team, ensuring to communicate information that will help others care for and support the various participants across the variety of community support services MCM offers.



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Key Responsibility Areas

Service Delivery

- *House Cleaning:* This involves ensuring homes are cleaned in a satisfactory way. Participants will notify you which areas of the home they would like cleaned, and any other specific information.
- *Lawn Mowing / Gardening:* This involves making sure that participant's lawns are mown, whipper snipped and blown off in a satisfactory way. This also involves disposing of lawn clippings / rubbish if required, and as discussed and agreed.
- *Community Access:* This involves supporting participants to access the community – whether it be going for an outing, going shopping, assisting them to attend appointments - in a way that encourages them to exercise their own choice and control.
- *Linen Services:* This involves picking up a participant's laundry, taking it to the laundromat, and returning it cleaned, dried, and folded.
- *Meal Preparation & Delivery:* This involves preparing meals according to participant preferences and delivering them to the participant as often as requested.
- *Community Food Pantry:* Picking up food from Food Outlets, sorting food ready to display in the food pantry, serving customers, restocking shelves, and packing away fresh produce at the end of service time.
- *EHM Community Centre:* This involves facilitating groups and/or activities at the community centre / sensory park. Might involve cleaning or preparing rooms / areas at the centre.
- *Supported Employment Supervision:* This involves supervising Supported Employment employees to contribute meaningful work in their designated jobs.

Community Engagement

- This role may require you to support your participant as part of their attendance in a community group setting organised by an external service provider (PCYC, Art Gallery, Council etc).

Teamwork and Development

- This role requires you to work as a team with other staff members, co-ordinating care and support for participants and their families.
- As available you are encouraged to attend Staff Meetings and MCM all-in gatherings for support and to encourage others on the MCM team.
- You are required to attend and complete all training, as requested by your MCM Community Services Manager.
- You are required to complete Staff Appraisals and Development meetings with the MCM Community Services Manager, a minimum of every 6 months.

Legislative and Policy Compliance

- For participants who are having services delivered via NDIS (National Disability Insurance Scheme), you are required to uphold the NDIA Code of Conduct and report any compliance concerns using correct organisation procedures.
- You are required to abide by MCM Policies and Procedures in place. You have access to MCM Policies and Procedures via various cloud-based apps.

Reporting, Documentation & Administration

- You are required to fill out your shift notes within 12 hours of completing a shift.
- You are required to complete an incident report form, when necessary.
- You are required to report any unassessed risks as you identify them.
- In the event of any audit for either MCM or any subcontracted Provider you deliver services under, you will be required to participate fully, as requested.



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Personal Accountability

- You are required to engage in staff training as it is made available to you. If you are unable to attend specific training opportunities, you are required to notify and discuss with the Community Services Manager.

Qualifications & Selection Criteria

Qualifications

- A Certificate 3 in Individual Support, Disability Support or Aged Care is preferable, however not mandatory.
- Willingness to undergo relevant training for individual participants if required.

Core Selection Criteria

- Experience in the disability and/or community sector is preferred but not necessary.
- Demonstrates common sense and consideration towards vulnerable people.
- Confident to work with and support vulnerable people in our community.
- Willingness to work hard and complete tasks to high standard.
- Demonstrates exceptional communication skills with participants, manager, and other disability support staff.

Other Requirements

- Current Working with Children Check
- Current NSW Driver's License
- A Verified NDIS Workers Screening Check with ServiceNSW
- Compliance and Completion of MCM's Safe Ministry Check requirements
- NDIS Orientation Online Training
- NDIS Safe Mealtime Online Training
- Hand hygiene Online Training
- Hands and Feet Inc Authorisation Process Completed
- First Aid Certificate

Signed: Paul Strahan - Director

19.09.2024

Date