# POSITION DESCRIPTION

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| TITLE: | Employment Support Worker |
| REPORTS TO: | Supported Employment Coordinator |
| DIVISION: | Vivid Work Crew |
| DATED: | May 2026 |

## ABOUT VIVID

**Vivid is a multi-faceted organisation providing a range of supports, services and resources to people with disability. We have a rich history dating back to 1963 and currently provide services to over 300 people and employ over 200 staff.**

## POSITION SUMMARY

Employment Support Workers are responsible for providing support and assistance to people to participate as independently as possible in activities, programs and employment, in accordance with their National Disability Insurance Scheme (NDIS) plan (Plan), together with any other plans (including, but not limited to, a Person Centred Plan and Employment Assistance Plan) and service choices.

Vivid offers a wide range of services to assist people to meet their goals and live as an active member of their community.

Many of Vivid's Work Crew services are provided between 7am and 5pm Monday to Friday but others will occur outside of these hours and may include evenings and weekends.

This position involves physical work/manual handling tasks, including assisting with people's mobility and personal care needs. This may include bending, stretching, pushing and pulling actions.

## RESPONSIBILITIES AND ACCOUNTABILITIES

### CORE RESPONSIBILITIES

1. Provide direct support to Supported Employees to engage in employment opportunities co-ordinated by Vivid;

2. Supervise employment contracts offered by Vivid in a range of settings which may include the person's home, community facilities or Vivid sites;

3. Assist people and their support network to work toward achieving their goals as outlined in their current plan;

4. Use an active support model to provide the appropriate level of assistance and training for people to continually learn and develop skills, successfully complete tasks, and maintain current skills.

**ACCOUNTABILITIES**

1. Statement of Purpose

   Observe and adhere to Vivid's Statement of Purpose:

   **We help everyone in our community create a fulfilling life. We celebrate diversity and embrace our staff, customers and partners with heart. We build connected and supportive partnerships that deliver personal growth for all.**

2. Values

   Observe and adhere to Vivid's values:

   2.1 **Growth:** We embrace change, celebrate our differences and listen and learn from everyone in our community. We are committed to continually developing and helping each other grow.

   2.2 **Innovation:** We are enthusiastic, curious and eager to learn. We embrace change, think outside the box and love to give new things a go.

   2.3 **Fun!** We believe life should be fun, and we know a happy and engaging environment creates positive outcomes and trusting partnerships. We are committed to making Vivid a fun place to be for everyone.

   2.4 **Teamwork:** We openly and honestly communicate and share our knowledge and skills. We deliver great experiences and create a positive environment that encourages everyone to dream big. We are proud to represent Vivid!

   2.5 **Integrity & Respect:** We are honest and never compromise the truth. We are sensitive to the needs of our community, value the contributions of each person and treat everyone with respect.

**3. Strategic Planning**

- Understand Vivid's Strategic Plan and contribute to achieving and improving organisational goals.

**4. Support & Empowerment**

- Promote inclusion, independence, dignity, privacy, and choice for people with disabilities.
- Empower individuals to communicate their needs and support innovative service improvements.

**5. Customer Service & Quality**

- Respond promptly to feedback and promote Vivid as a provider and employer of choice.
- Encourage participation in surveys and continuous quality improvement initiatives.

**6. Leadership**

- Demonstrate leadership through professionalism, teamwork, communication, and adaptability.
- Support colleagues, participate in meetings, assist with staff induction, and embrace change positively.

**7. Administration**

- Maintain accurate records, incident reporting, emails, rosters, and compliance documentation.
- Participate in policy reviews, quality activities, and follow supervisor directions.

**8. Training & Education**

- Commit to ongoing learning and professional development.
- Support a culture of learning and participate in required training.

**9. Compliance**

- Follow disability standards, legislation, Vivid policies, codes of conduct, and quality systems.

**10. Technology**

- Maintain and develop workplace technology and IT skills relevant to the role.

**11. Occupational Health & Safety (OH&S)**

- Follow OH&S procedures, report hazards/incidents, use PPE, and contribute to a safe workplace.

**12. Service Delivery**

- Support people with daily living, personal care, medication, transport, and community participation while respecting dignity and choice.
- Maintain accurate records, assist with care planning, behaviour support, and relationship building.

**Mandatory Requirements**

- NDIS Worker Screening Clearance
- Current Australian driver's licence

- Working with Children Check

**Desirable Qualifications**

- Disability support experience
- Level 2 First Aid & CPR
- Certificate III in Individual Support (or higher)

**Key Skills & Attributes**

- Strong communication and interpersonal skills
- IT competency for documentation and monitoring
- Problem-solving and decision-making ability
- Passion, enthusiasm, and commitment to supporting people with disability

**Additional Information**

- Salary packaging available
- Flexible work arrangements may be offered
- Participation in performance appraisals required

Date: / /

Signed: .....
**##**
**Employment Support Worker**

Signed: .....
**Kylie Liebmann**
**Chief Executive Officer**