
ATSS Instructor Band 3 Job Profile

CHCDIS1C Orientation to disability work

Elements

Demonstrate commitment to quality services for people with disabilities
Support rights, interests and needs of people with disabilities
Respond to situations of risk or potential risk to people with disabilities

CHCDIS2C Maintain an environment designed to empower people with disabilities

Elements

Work to enhance the independence and 'self-determination' of the person with a disability
Foster the independence of a person with a disability
Contribute to the development and review of policy and legislation related to disabilities and disability services
Recognise and accommodate the expressions of identity and sexuality of the person with a disability

CHCDIS3C Provide services to people with disabilities

Elements

Assist the person with a disability to identify and meet their needs
Respond to changes in the needs of a person with a disability
Support or assist the person with a disability to meet their personal needs

CHCDIS5C Contribute to positive learning

Elements

Assess the learning ability and needs of a person with a disability
Implement skills development plan
Utilise incidental learning opportunities to enhance skills development

CHCDIS6C Plan and implement community integration

Elements

Support the person with a disability to engage with a social network and the broad community
Work with the person with a disability and their family in the community integration process
Assist in minimising isolation for people with disabilities

CHCCOM3C Utilise specialist communication skills to build strong relationships

Elements

Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships
Conduct effective communication with clients and staff
Contribute to the development of effective communication strategies
Represent the organisation to a range of groups
Apply specific communication techniques to assist in resolving conflict
Implement mechanisms that facilitate group discussions

CHCCS301A Work within a legal and ethical framework

Elements

Demonstrate an understanding of legislation and common law relevant to work role
Follow the organisation's policies and practices
Work ethically
Recognise and respond when the clients' rights and interests are not being protected

CHCDIS10B Provide care and support

Elements

Establish and maintain an appropriate relationship with people with disabilities
Provide appropriate support to people with disabilities
Assist in maintaining an environment that enables maximum independent living

CHCORG28A Reflect and improve upon professional practice

Elements

Reflect upon own practice
Ensure continuing self-support and supervision
Operate within an agreed ethical code of practice/ethics

CHCOHS302A Participate in safety procedures in direct care work

Elements

Identify manual handling hazards, assess related risk and follow risk minimisation procedures
Identify and assess other routine hazards as well as follow procedures and strategies for risk control.
Initiate suggestions to enhance task/job-specific safety and report non-routine problems.

HLTCSD5A Assist with client/patient movement

Elements

Prepare to assist with client movement
Assist with client movement
Complete assistance with client movement

HLTFA2A Apply advanced first aid

Elements

Assess the situation

Manage the casualty

Coordinate First Aid activities until arrival of medical assistance

Communicate essential incident details

HLTFS7A Follow basic food safety practices

Elements

Maintain food safety while carrying out food handling activities

Comply with personal hygiene standards

HLTIN1A Comply with infection control policies and procedures

Elements

Collect, handle, store and manage clinical and other waste in accordance with organisational guidelines and waste management plans

Clean and disinfect equipment and surfaces

Maintain hygiene

Identify and responds to infection risks

CHCAD2C Support the interests, rights and needs of clients within duty of care requirements

Elements

Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities

Support and safeguard the interests and rights of clients

CHCDIS13A Support older people with disabilities

Elements

Assist people with disabilities who are ageing to identify their current and future needs.

Support the interests and needs of people with disabilities who are ageing

People with disabilities who are ageing are encouraged and supported to exercise independent action and thinking

Support the interests, rights and needs of people with disabilities with pervasive age related changes, including people with dementia

CHCADMIN3B Undertake administrative work

Elements

Maintain accounts

Participate in budgeting processes

Operate equipment

Maintain equipment

Monitor equipment use and needs

CHCCS3B Coordinate the provision of services and programs

Elements

Identify programs and service requirements to meet client needs
Develop and implement programs for meeting client needs
Review and monitor programs

CHCDIS8B Support people with disabilities as workers

Elements

Enhance people with disabilities safety at work
Monitor work performance

CHCCS402A Respond holistically to client issues

Elements

Evaluate the range of issues impacting on the client and on the delivery of appropriate services
Determine the course of action to be followed
Establish interpersonal relationship with the client that will enable all issues to be addressed
Provide a brief intervention as required
Respond appropriately to vulnerable people at risk
Evaluate effectiveness of services provided to meet client needs

CHCCS6B Assess and deliver services to clients with complex needs

Elements

Assess and analyse client needs to ensure they can be met
Identify and provide for the delivery of services to meet client needs
Evaluate client service delivery

CHCNET4A Work with other services

Elements

Identify and maintain links with relevant services
Provide relevant information to services
Work with and support community services organisations to deliver appropriate services to people in need.

CHCORG5B Maintain an effective work environment

Elements

Work to achieve identified outcomes
Establish and maintain appropriate work relationships
Facilitate operation of the workgroup
Review and develop own performance

HLTCSD8A Transport clients/patients

Elements

Prepare for transport

Transport client

Deliver client

CHCDIS16A Provide advanced behaviour support

Elements

Demonstrates an understanding of the influence and purpose of behaviour

Assess problem behaviour.

Develop multi-element support plans to meet individual needs

Utilises appropriate reactive strategies

CHCCOM1B Communicate with people accessing the services of the organisation

Elements

Communicate with clients of the organisation appropriately

Present a positive image of the service to the public

CHCINF3B Coordinate information systems

Elements

Gather and record information

Prepare and present reports

Supervise processes for collection, use, storage and dissemination of information

CHCORG11B Lead and develop others

Elements

Provide leadership, direction and guidance to the organisation

Maximise own performance outcomes

Manage effective work relationships

Manage and improve the performance of individuals

Support, participate and review group development

Support and develop managers