



## Blue Mountains Food Services

*Supporting our Community*

**Blue Mountains Food Services Inc., (BMFS) is a not for profit, non-government organisation that provides a valuable community service to residents living in the Blue Mountains local government area.**

<b>Position Title</b>	NDIS Programs Facilitator
<b>Location</b>	Various Locations
<b>Employment Type</b>	Casual
<b>Hours of Employment</b>	Casual
<b>Award</b>	Social, Community, Home Care & Disability Services Industry Award 2010
<b>Supervisor</b>	General Manager
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Participants and Volunteers

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### THE NATURE OF YOUR ROLE

The NDIS Program Support Worker is responsible for:

- Facilitating and delivering various Cook + Connect programs, supporting Community Participation and mentoring the NDIS Participant to achieve their goals. The NDIS Program Facilitator may also deliver the Commonwealth Home Support Program (CHSP) Men's cooking group program. The worker will be allocated to relevant programs by the NDIS Intake Worker on a term by term basis as required.

### ROLE RESPONSIBILITIES

#### NDIS Programs - Support Worker

- Liaise with the NDIS Intake Worker in relation to the requirements of the NDIS participants undertaking the specific Cook + Connect Program, CHSP Men's cooking group program or Community Participation and Life Skill supports required
- Planning and setting daily program goals with NDIS participants as required so that they are working toward their identified goal at Intake
- Purchasing food for the @Centre programs at a cost of less than the fee charged to Participants, when rostered to these programs, and providing receipts in a timely manner to the relevant person in the Office
- Determining menus to be cooked in conjunction with Participants for the @Home programs when rostered to these programs



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- Liaising with Ben Roberts Café staff daily on tasks required under the @Work program
- Allocating tasks to Participants in accordance with their goals and ensuring that they understand what is required of them
- Teaching Participants how to use cooking equipment safely when rostered to these programs
- Provide outstanding customer service in the delivery of the specific program including teaching, coaching and assisting the Participant to prepare the agreed meal in each session or when supporting Community Participation and Life Skill development (@Centre, A@Home programs)
- Mentoring and supporting NDIS participants to achieve their goals
- Writing Participant Reports and Notes as required
- Assist the NDIS Intake Worker and other staff, as required, in the development, promotion and organisation of various Cook + Connect programs
- Update required information on programs, participants and volunteers used in Polixen accurately and in a timely manner as required
- Other duties as reasonably directed by Management.

### **General Policies**

Comply with all BMFS Policies and Procedures including the BMFS Code of Ethics Agreement and BMFS Confidentiality Agreement.

### **Privacy and Confidentiality**

Maintain privacy of all volunteer, client and employee information and comply with BMFS Privacy Policy.

### **OUR VALUES**

All employees are expected to adhere to our values at all times as listed below:

- |                     |  |
|---------------------|--|
| <b>Integrity:</b>   | We will be guided by principles of honesty and transparency ensuring that all actions can withstand scrutiny.                                      |
| <b>Respect:</b>     | We value an individual's cultural diversity and choices and value each person's individuality. We will act equitably when working with all people. |
| <b>Reliability:</b> | We will do what we say we will do, and we will do it, when we say we will do it.   |



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## **WHAT WE REQUIRE FROM YOU**

### **Experience, Qualifications and Personal Attributes**

#### **Essential:**

- Previous Experience working with people with a disability and/or young people
- Previous experience in running group activities (@Centre Program only)
- A strong interest in food and preparation of food
- Food Safety Supervisor certificate (or willingness to complete)
- First Aid Certificate (or willingness to complete)
- Have skills and knowledge needed to guide Participants in Safe Food Handling practices
- Ability to work independently without supervision and contribute to teamwork when required
- Ability to lead, guide and coach team members and/or Participants
- Strong time management skills
- Sound oral communication skills
- Ability to prioritise and meet deadlines
- Be able to identify and report hazards that may affect the safety of Participant's and affected people.
- Strong alignment with BMFS values
- Working with Children Check (or willingness to obtain).

#### **Desirable:**

- Experience teaching people about food
- Hospitality or catering experience or a willingness to learn
- Sound written communication skills
- Certificate or other qualifications in Disability
- Previous experience in the Community Sector in disability and/or aged care



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#### **AGREEMENT**

I have read, understood and agree to the above duties relating to my position with BMFS.

I understand from time to time my role may vary and agree to perform ad hoc duties to the Company's expectations that are within my skills and capabilities.

I also agree to attend relevant training when required to ensure industry knowledge is current.

I acknowledge that employees who fail to take reasonable care of their own safety and/or the safety of others will be liable to disciplinary action.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:**\_\_\_\_\_

**General Manager Name:** \_\_\_\_\_

**General Manager Signature:** \_\_\_\_\_

**Date:**\_\_\_\_\_