

JOB DESCRIPTION AND PERSON SPECIFICATION



Position Title: Community Support Worker (Mental Health)
Reports To: Team Leader – Mental Health
Location: Palmerston North, Wellington
Status: Various

Adherence to the following documents within MASH Trust forms part of this job description:

- MASH Trust Policies and Procedures manual
- MASH Trust Code of Conduct
- MASH Trust Business Plan

These can be found at each MASH Trust workplace.

Purpose of Position:

To support MASH Trust consumers in the mental health service by maintaining a high quality of life, a quality home environment, and encouraging full participation in all aspects of daily life. Community Support Workers are expected to function in accordance with the Treaty of Waitangi and to engage in professional development including attendance at MASH staff development workshops. Community Support Workers are also expected to contribute to policy and procedure reviews, planning activities and quality initiatives in line with MASH's continuous quality improvement philosophy.

Functional Relationships:

Internal

Managers
Lead Support Workers
Team Leader
Clinical Coordinators
Home Coordinators
Community Support Workers

External

Family/Whanau/Advocates
Community Agencies
Allied Health Professionals
Key Workers

Key Duty Areas

- 1 Consumer Support
- 2 Activities of Daily Living
- 3 Documentation
- 4 Primary Support Worker Duties
- 5 Medication

Duty Area	Tasks	Performance Measures
Consumer Support	<p>Provide safe, person centred support within legal and ethical frameworks.</p> <p>Support consumers in gathering information to make informed choices for person centred plans</p> <p>Provide support for consumers to participate in leisure activities, sports, recreational, and community activities according to support plans</p> <p>Provide support for consumers to participate in vocational training, supported employment according to support plans</p> <p>Assist in implementing and reviewing behavioural management programmes</p> <p>Attend staff meetings to ensure consistent consumer support</p> <p>Alert as appropriate Home Coordinator, Clinical Coordinator, Team Leader or Clinical On Call to any concerns regarding consumer wellbeing</p>	<ul style="list-style-type: none"> ▪ Consumer support meets health and disability sector standards and in accordance with the Health and Disability Commissioner's Code of Rights ▪ Person Centred support plans are in place ▪ Consumers participate as fully as possible in community and leisure activities ▪ All rehabilitation and therapy programmes are followed correctly ▪ Consumers' behaviour is managed according to support plans ▪ All staff meetings are attended unless on authorised leave ▪ All incidents and concerns are reported
Activities of Daily Living	<p>Ensure the physical environment is clean, tidy and hygienic</p> <p>Supporting consumers to prepare menus and cook meals</p> <p>Ensure adequate food & household supplies are available – encourage consumers to participate with household shopping</p> <p>Provide when necessary personal care of consumers including but not limited to showering/bathing, shaving, toileting, dressing, feeding and medication administration</p>	<ul style="list-style-type: none"> ▪ The residence is kept clean and tidy ▪ Nutritious meals are prepared according to menu planner ▪ Household keeps within food budget ▪ Consumer appearance reflects high personal hygiene standards ▪ Medications is administered in accordance with policy & procedures

Documentation	<p>Ensure that all consumer information is recorded accurately and completely</p> <p>Ensure Daily Notes, and financial records are checked and completed accurately and neatly</p>	<ul style="list-style-type: none"> ▪ Documentation is accurate and up-to-date ▪ All documentation is tidy, legible and signed off
Primary Support Worker Duties	Take responsibility for ensuring the file for the consumer under their care is up to date, tidy and accurate	<ul style="list-style-type: none"> ▪ File tidy up to date and accurate
Medication	<p>Complete medication training and certification. Revalidate annually</p> <p>Administer Medication according to the Policy & Procedure</p>	<ul style="list-style-type: none"> ▪ Current certification ▪ No Medication errors

Person Specification

Core Competencies:

- Consumer focused
- Quality focused
- Flexibility – Shift work
- Team work
- Communication – written & oral
- Organisation & Time management
- Problem Solving

Qualifications and Knowledge:

- No minimum entry qualifications are required but you are required to work towards a National Certificate in Mental Health **or** have proof of sufficient previous experience in Mental Health support **or** hold a relevant qualification in a related field.
- Knowledge and understanding of people with mental illnesses
- Current First Aid Certificate (or obtain one within the first three months of employment)
- Current Full Driver Licence

Job-Specific Criteria:

- Reliable and dependable in working rostered shifts
- Demonstrated ability to build relationships with people of all ages and backgrounds
- Demonstrated professionalism and integrity
- Ability to engage in personal cares when required
- Skilled in preparing nutritious and economical meals for approximately six people
- Willingness to take on additional day-to-day tasks as required.