

JOB DESCRIPTION AND PERSON SPECIFICATION



Position Title: Community Support Worker (ID)
Reports To: Team Leader
Location: Palmerston North, Horowhenua, Kapiti, Hawkes Bay & Wellington

Adherence to the following forms part of this job description:

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

These documents can be found at each MASH Trust workplace.

Purpose of Position:

To support MASH Trust consumers in the intellectual disability service by maintaining a high quality of life, a quality home environment, and encouraging full participation in all aspects of community 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

Residential Service Manager
Home Coordinator
Team Leader
Registered Nurses

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 Key companion duties
- 5 Medication

Duty Area	Tasks	Performance Measures
Consumer Support	<p>Provide safe, person centred support within legal and ethical frameworks.</p> <p>Assist in implementing and reviewing behavioural management programmes</p> <p>Attend staff meetings to ensure consistent consumer support</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>Alert as appropriate Home Coordinator, RN/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 ▪ Consumers' behaviour is managed according to support plans ▪ All staff meetings are attended unless on authorised leave ▪ Person Centred support plans are in place ▪ Consumers participate as fully as possible in community and leisure activities ▪ All rehabilitation, physical and other therapy programmes are followed correctly ▪ All incidents and concerns are reported
Activities of Daily Living	<p>Ensure the physical environment is clean, tidy and hygienic</p> <p>Prepare meals or assist with meal preparation as required</p> <p>Provide personal care of consumers including but not limited to showering/bathing, shaving, toileting, dressing, feeding, medication administration and medical support as directed by clinical staff</p> <p>Assist in the safe lifting, rotating, and other physical support activities of consumers when necessary</p>	<ul style="list-style-type: none"> ▪ The residence is kept clean and tidy ▪ Nutritious meals are prepared according to menu planner ▪ Consumer appearance reflects high personal hygiene standards ▪ Consumers' physical discomfort, if any, is kept to a minimum
Documentation	Ensure that all consumer information is recorded accurately and completely	<ul style="list-style-type: none"> ▪ Documentation is accurate and up-to-date

	Ensure Daily Notes, and financial records are checked and completed accurately and neatly	<ul style="list-style-type: none"> ▪ All documentation is tidy, legible and signed off
Key Companion Duties	<p>Be a point of contact for the personal network of the consumer as identified in the consumer file</p> <p>Take responsibility for ensuring the file for the consumer under their care is up to date, tidy and accurate</p> <p>Ensure personal consumer events are acknowledged and celebrated</p>	<ul style="list-style-type: none"> ▪ Personal networks are maintained according to the Consumer file ▪ File tidy up to date and accurate ▪ Consumer birthdays, Christmas and other anniversaries are acknowledged and celebrated
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 Human Services **or** have proof of sufficient previous experience in Intellectual Disability support **or** hold a relevant qualification in a related field.
- Knowledge and understanding of people with disabilities
- Current First Aid Certificate (or obtain one within the first three months of employment)
- Current Full Driver Licence

Job-Specific Criteria:

- Previous experience in managing challenging behaviours
- Reliable and dependable
- Demonstrated ability to build relationships with people of all ages and backgrounds
- Demonstrated professionalism and integrity
- Ability to engage in personal cares
- Skilled in preparing nutritious meals

