

Community Medication Support Worker



MASH Trust is an innovative provider of health and disability support services in the lower North Island based in Palmerston North, supporting over 2000 people and whanau.

REPORTS TO	Frontline, MASH Community Services
DIRECT REPORTS	Service Manager
BUSINESS GROUP PURPOSE	MASH Trust delivers a range of housing support, community support services, social networking hubs and specialised services for people with disabilities, mental health, addiction and offending across the Central Region. MASH Trust facilitates and actively promotes quality of life by attending to the physical, mental, spiritual, and social health of people, their whānau and their communities. Achieving the MASH vision of being an “Influencing sustainable organisation of substance, that responds to and develops people within our communities and within our team”.
ROLE PURPOSE	The primary purpose of the Community Medication Support Worker is to ensure that the people we support takes their medication as prescribed by their healthcare provider. This involves monitoring a person to ensure they take the correct medication at the correct time. The purpose of the Medication support Worker is to facilitate the people we support's access to and adherence to their medication regimen, while also providing emotional support, advocacy, education and empowerment. This role plays a crucial part in promoting the people we support's overall health and well-being within the community.

MASH TRUST MISSION

Working together to achieve great lives

OUR VALUES

Relationships	Build open relationships based on honesty and respect.
Communication	Communicate with an open mind and heart.
Mana	Recognise and promote the mana and strengths of the people we support.
Opportunities	Take opportunities to learn and grow together.
Believe	Believe that together we will make a difference.
Fun	Make fun a goal

KEY RELATIONSHIPS

Internal:

- ▶ MASH Managers and staff
- ▶ Team members

External:

- ▶ Community Health Teams
- ▶ Health professionals and providers

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
The People we support:	
Provide safe, person centered support which is consistent with MASH policy and values and within legal and ethical frameworks. Follow medication support plans outlined in the medication folder.	Care and support meet MASH policy and value expectations, health and disability sector standards and is in accordance with the Health and Disability Commissioner's Code of Rights. People we support receive the correct support requested for positive outcomes.
People we support Health / Support / Rehabilitation	
Report any concerns that you may have such as: • The people we support did not take their medication. The people we support was not home. • Concerns about environment such as hazards. • Medically or physically unwell. • Or any other concerns around the people we support. • Liaising with external services such as Community Mental Health, Crisis Resolution and GP's.	Reporting concerns ensures clinicians and Service Managers/coordinators can work collaboratively to achieve the best outcome for the people we support. Call Emergency Services on 111 if needed.
Records and Documentation- People We Support	
All medication given or not given must be recorded by a date and signature at the time of support. Complete all daily notes of the medication run into our MASH Hub database in a timely manner.	Medication records need to be kept up to date and accurate in case of any legal enquiries and for auditing purposes.

Other Duties	
Demonstrate an understanding and day-day application of MASH policy and procedures. To be actively responsible for own professional development and utilise skills and. Awareness of the principles of the Treaty of Waitangi and can implement into practice. Attend monthly individual meetings with the Service Manager To be actively involved in the continuous service improvement of MASH Trust Ensure policy and procedure: 'Use of mobile phones' is complied with. Ensure policy and procedure: 'Motor vehicles and consumer & staff transport safety' is complied with. Hazard Identification and Control. Any new hazards identified to follow hazard management policy and procedure.	Attendance at internal training Evidence of day-to-day application in the workplace Attendance at monthly meetings Evidence Quality Initiative forms completed. Quality initiatives are implemented within the team. No breach of policy and procedure No breach of policy and procedure Hazard Identification and Control Register lists all identified hazards with associated control plan in place. Human Resources six monthly audit

REQUIRED COMPETENCIES.

A successful Community/Medication Support Worker at MASH Trust will demonstrate the following competencies:

- ▶ People Focused
- ▶ Quality Focused
- ▶ Flexibility – Shift work
- ▶ Teamwork
- ▶ Communication – written and oral
- ▶ Organisation and time management
- ▶ Problem Solving
- ▶ Resilience
- ▶ Functional Computer literacy
- ▶ Complete MASH Medication training

EXPERIENCE/QUALIFICATIONS

- ▶ No minimum entry qualifications are required but you are to be working towards New Zealand Certificate in Health and Wellbeing level 4 or hold a relevant equivalent qualification in a related field.
- ▶ Knowledge and understanding of / empathy for the people we support.
- ▶ Current First Aid Certificate (or obtain one within the first three months of employment)
- ▶ Current, Full Driver Licence

Job specific knowledge and skills:

- ▶ Commitment to achieve NZQA-linked qualifications and demonstrate on-job competencies.
- ▶ Collaboration, reflective learning and teamwork skills
- ▶ Attention to detail and adeptness in adhering to procedures and processes.
- ▶ Enabling Good Lives Principles
- ▶ Reliable and dependable in working rostered shifts.
- ▶ Demonstrated ability to build relationships with people of all ages and backgrounds.
- ▶ Demonstrated professionalism and integrity.
- ▶ An orientation towards /aptitude for role clarity and professional boundaries
- ▶ Demonstrated problem-solving skills.
- ▶ Awareness of risk management and incident reporting.
- ▶ Willingness to take on additional day-to-day tasks as required.

AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Acknowledged/ Accepted:

Employee

Date

Manager

Date