

Community Support Worker - SIL

(Supported Independent Living)



UNIT/TEAMS Frontline, MASH Community Services

REPORTS TO 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 and sustainable organisation of substance, that responds to and develops people within our communities and within our team”.

ROLE PURPOSE Supported Living is a support to a person to maximise their independence to lead a great life. The SIL CSW will work collaboratively with the person **we** support (PWS) to achieve their goals and aspirations, as identified in the support plan.

Community Support Workers are expected to function in accordance with the Treaty of Waitangi and to engage in professional development including NZQA-linked qualifications and attendance at MASH staff development workshops. Community Support Workers are also expected to contribute to policy and procedure reviews, planning and quality initiatives, and continuous quality improvement and risk management

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 individual
Opportunities	Take opportunities to learn and grow together
Believe	Believe that together we will make a difference
Fun	Make fun a goal

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
<p>The people we support:</p> <p>Provide safe, person-centred support which is consistent with MASH policy and values and within legal and ethical frameworks.</p> <p>Enabling Good Lives for the people we support by assisting them to make informed decisions based on their person-centred plans with a focus on their voices and choices.</p> <p>Attend staff meetings to keep up to date on supports and to participate in team discussions and making choices.</p> <p>Alerting as appropriate the Service Coordinator, Service Manager to any concerns regarding the safety & wellbeing of people we support.</p>	<p>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.</p> <p>Person-centred support plans are in place and followed. Reviews are undertaken as necessary (yearly as a minimum), and CSWs contribute to this.</p> <p>The people we support are positively encouraged to engage in community and leisure activities that support their development and enrich their lives.</p> <p>The people we support are living their best possible lives.</p> <p>All rehabilitation and therapy programmes are followed correctly to ensure the safety and wellbeing the people we support and our team members.</p> <p>Behaviour is managed according to their individual support plans in all cases where behavioural management is an identified (such as contractual) requirement.</p> <p>Attendance at staff meetings is maintained and input is constructive.</p> <p>Proactive, timely interventions and collaborative problem solving occurs which avoids potential risks, and to resolve issues early. Plan reviews and communications to ensure changes are undertaken without delay.</p> <p>All incidents and concerns are reported and resolved within timeframes and to prescribed standards.</p>
<p>Activities of Daily Living as detailed in the Support Plan:</p> <p>Examples of this maybe:</p> <p>Ensure the physical environment is clean, tidy and hygienic.</p> <p>Enabling the people we support to engage with preparing menus and cooking meals.</p>	<p>Daily activities are coordinated</p>

<p>Ensure adequate food & household supplies are available – encourage people we support to participate with household shopping.</p> <p>Providing assistance when necessary to the people we support, including accompaniment to purchase food and general household supplies, budgeting support, and support at vocational activities.</p>	
<p>Documentation:</p> <p>Ensure that all people we supports’ information is recorded accurately and completely, and end of month statistics are completed and sent.</p> <p>Daily Notes are checked and completed accurately and neatly.</p>	<p>Documentation is accurate and up-to-date. All documentation is tidy, legible and signed off.</p> <p>Liaise with other team members, providers and stakeholders to ensure plans are followed, and reviewed when necessary.</p>
<p>Health & Safety:</p> <p>Accurate recording and reporting of all accidents/incidents/hazards.</p> <p>Actively participate in Health & Safety activities, meetings and relevant training.</p> <p>Ensure that the most appropriate safe method of work is chosen and take responsibility for knowing all hazards relative to specific sites and the control plans in place.</p> <p>Take a proactive approach to Health & Safety and take all practicable steps to ensure safety within the workplace.</p>	<p>Documentation (i.e. hazard identification and incident reports) are accurate, timely, objective and sufficient. This includes all near miss incidents.</p> <p>Seek advice and training if unfamiliar with procedures or equipment.</p> <p>Consider hazards or potential hazards before undertaking work. Follow the risk assessment for the site you are working from.</p> <p>Adherence to MASH Trust Health & Safety policies and procedures. Raise Health & Safety concerns with your manager as soon as practicable.</p>
<p>Primary Support Worker Duties:</p> <p>People are supported to identify and work towards person-centred goals.</p>	<p>Follow the support plan to achieve outcomes as identified.</p> <p>Regular Case notes are updated</p>
<p>Medication:</p> <p>Complete medication and certification revalidate annually. Administer medication when required in support plan</p>	<p>Current Certification</p> <p>No Medication errors.</p>

COMPETENCIES

- ▶ People focused
- ▶ Quality focused
- ▶ Flexibility – Shift work
- ▶ Teamwork
- ▶ Communication – written & oral
- ▶ Organisation & Time management
- ▶ Problem Solving
- ▶ Functional computer literacy
- ▶ Resilience

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 (or able to obtain within first 3 months of employment).

Job Specific Knowledge and Skills:

- ▶ Commitment to achieve NZQA-linked qualifications and demonstrate on-job competencies
- ▶ Collaboration, reflective learning and teamwork skills
- ▶ 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 financial understanding
- ▶ 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.

KEY RELATIONSHIPS

Internal:

- ▶ Service Managers
- ▶ Service Coordinators

External:

- ▶ Health professionals and providers
- ▶ Community Health Teams
- ▶ Family/Whanau and Tangata Whenua
- ▶ Community providers