**POSITION DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Position** | **Community Support Worker (CSW) Casual** | |
| **Team** | Te Taihāhā Disability Services | |
| **Reporting to:** | Kaihautū Taihāhā | |
| **Hours of work:** | As per roster/schedule | |
| **Job purpose** | Community Support Workers provide a range of support to older people and people with intellectual and/or physical impairments.  The role of the Community Support Worker is to promote independence and empowerment for all clients suing Enabling Good Lives principles and Whānau Ora outcomes. This is achieved through supporting, caring for, educating and encouraging clients whether this be in their homes, at work, school, day programmes or in social, leisure and educational time. | |
| **Accepted by:** | **Employee Signature:** | **Date:** |

**Our Vision** Korowaitia te puna waiora, hei oranga motuhake mō te iwi

**Our Mission** Investing in transformational wellbeing where whānau are at the centre of everything we do.

**Our Values**

*Kotahitanga* **Kei te Kotahitanga o ngā kūmete nō uta, nō tai te orange o te iwi**

We are working for a common cause to effect positive change for the whānau we serve. We are collaborating with marae, hapū and iwi to build smarter capability and capacity for the collective. We are innovators of change, building a movement for transformation.

*Whanaungatanga* **Nō te whānau, mō te whānau**

We acknowledge whānau are the experts in their own lives. We care what whānau have to say about our services. We listen. We act. We learn.

*Pono* **Kia mau, kia ū ki ngā kete mātauranga nō ngā tupuna**

Our delivery and commitment to whānau, each other, and our partners is underpinned by Mātaurnga and Kaupapa-Māori. We are well informed and value the knowledge we hold.

*Tika* **Whaia te ara tika ahakoa te aha**

Whānau ability to attain wellbeing is a fundamental right. We believe in a just fair system and so, we will always do the right thing, even when it’s not the easiest thing. We are honest and transparent. We honour our word.

**Key Result Area 1: Client Support / Manaaki tangata**

* 1. Work in a way that clients are empowered within their abilities and desires to lead a healthy, independent lifestyle Use mana enhancing and person-centred ways of working
  2. Visit clients in their homes to provide support in line with their care plan; This includes assisting with personal cares such as bathing, dressing, feeding etc and toileting where required;
  3. Support clients to efficiently run their household daily activities such as meal preparation and cleaning where required;
  4. Where required (and outlined in care plan) support clients to participate in community-based activities ensuring their safety at all times.
  5. Prompting and assisting the client to take prescribed medication where outlined on care plan.
  6. Ensure all work completed is within the parameters of the care plan and organisational policies and procedures;
  7. Support the clients to maintain a safe and hygienic environment;
  8. Ensure all client notes are accurate, complete and kept confidential;
  9. Keep Team Lead/Kaihautū up to date with progress, concerns, complaints, incidences or any changes at all to the client’s condition or needs.
  10. Attend and participate in meetings as requested

**Key Result Area 2: Health, Safety, Wellbeing & Whanaungatanga**

* 1. Displays commitment through actively supporting all safety and wellbeing initiatives.
  2. Promotes a culture that supports and values health, safety & wellbeing in conjunction with Te Oranganui core values.
  3. Complies with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
  4. Reports all incidents/accidents, including near misses & recognition in a timely fashion.
  5. Is involved in health and safety through participation and consultation.

**General provisions**

* Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc;
* Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring;
* Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
* Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
* Proactively promote Te Oranganui in a positive light in all activities;
* Actively participate in ongoing compulsory training and professional development.

*The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. It is a living document and may change as the organisational needs or client support needs change. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.*

**PERSON SPECIFICATION**

**Qualifications & Experience**

* Practical experience of working and caring for people
* Current Full Driver’s License
* Current First Aid Certificate
* New Zealand Certificate in Health and Wellbeing Level 3 or higher *(or recognised equivalent)*

**Essential skills**

* Good clear communicator
* Ability to recognise urgent and stressful situations and respond appropriately
* Ability to converse and understand te reo Māori me ōnā tikanga is advantageous

**Personal Attributes**

* Reliable and punctual
* Committed to Whānau, Hapū and Iwi
* Empathy and compassion for all people
* Confidential
* Professional – taking pride in work and appearance

**Other Requirements of this Position:**

* Current clean, NZ full driver’s license
* Must be able to pass Te Oranganui background check process, Children’s Safety Act 2014

**Physical Attributes – Community Support Worker**

* Must have a basic level of physical fitness to ensure the client’s personal care, personal development or desired lifestyle is not limited by the physical abilities of the Community Support Worker.
* Skin condition should allow frequent contact with water, soap/disinfectant/sanitizer, chemicals and latex rubber.
* Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication
* Visual to read accurately, write/record in a legible manner