

**Position Description: *Support Coordinator – Permanent Reliever***

**The Organisation: *Hohepa Canterbury***

Hohepa Canterbury is a community leader providing services and support for youth and adults living with an intellectual disability based on the anthroposophical principles of Rudolf Steiner. The facilities within our own Hohepa community enable us to offer individuals a rich therapeutic and cultural life. We also look to the wider community for opportunities that enable the people we support to be a part of society as much as possible.

**Our Mission, Vision and Values: *Our reason for being***

Every Life Fully Lived

Supportive communities, inspired by anthroposophy, that celebrate diverse ways of being human.

Sustainability Whakamana Equality

**Our Culture**

Our secret ingredient is laughter. We greet the day with positivity and passion, bringing all of ourselves – head, heart, and hands. Building on our shared history and philosophy, we challenge the status quo for the good of all people and the disability sector. We celebrate the uniqueness of every individual – we are all different, and that’s what makes us interesting.

**The opportunity: *where the role fits within Hohepa and delegated authorities***

<b>Title:</b>	Support Coordinator – Permanent Reliever
<b>Reporting to:</b>	Support Manager
<b>Delegation:</b>	Nil
<b>Direct Reports:</b>	Nil

**Purpose: *the reason for which this role was created***

Working as part of a team providing support to people with an intellectual disability and / or Autism Spectrum Disorder to live a life inclusive and enriched, in line with Hohepa’s mission, vision and values.

A support coordinator may provide support to a group of people or an individual living in one of our residential living options and the community or to a group of people or an individual living in a private home in the wider community.

A Permanent Reliever is part of our Workforce Relief team who provide support across all Hōhepa services to cover vacancies or planned and unplanned leave for other Support Co-ordinators. The role of a Permanent Reliever by nature requires flexibility and the ability to support a range of people based on their individual needs.

**Key relationships: *the key stakeholders this role is expected to interact with routinely***

<b>Internal Relationships</b>	<b>External Relationships</b>
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<ul style="list-style-type: none"> <li>• Management team</li> <li>• Hohepa colleagues and volunteers</li> <li>• Administration teams</li> <li>• Leadership team</li> <li>• People we support</li> <li>• Families and guardians</li> </ul>	<ul style="list-style-type: none"> <li>• Agency staff</li> <li>• Community links</li> </ul>
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**Key accountabilities: *expectations and outcomes of this role***

<b>Accountability</b>	<b>Deliverables/Outcomes</b>
<b>Providing support / enabling good lives</b>	<ul style="list-style-type: none"> <li>• Demonstrate person centred approaches, inclusion and the need for people's human rights to be respected whilst actively supporting people to participate in meaningful activity.</li> <li>• Support people to achieve increased independence, personal goals and aspirations using documented support plans</li> <li>• Support and encourage people to make informed choices, be involved in decisions and have control over their lives</li> <li>• Support people to develop new skills through active support</li> <li>• Support people to explore and develop spiritual and cultural needs</li> <li>• Support people to have opportunities to develop confidence and have new experiences</li> </ul>
<b>Support people's physical wellbeing</b>	<ul style="list-style-type: none"> <li>• Support people with personal cares and personal hygiene such as bathing, dressing and toileting</li> <li>• Support people with individual cares to ensure good nutrition and physical appearance</li> <li>• Support people with mobility around the home and community</li> <li>• Support people to lead active lives considering their ability, needs, wants, and wishes</li> </ul>
<b>Support people to access their wider community</b>	<ul style="list-style-type: none"> <li>• Support people to build and maintain relationships and to develop networks in the community</li> <li>• Support people to be part of the community and use a range of community facilities</li> <li>• Support people to always feel included and valued</li> <li>• Support people to carry out their daily lives and activities including accompanying and supporting people at work or in education as required</li> </ul>
<b>Maintain and sustain a quality service</b>	<ul style="list-style-type: none"> <li>• Work in partnership with others so that the service / house runs to a rhythm that meets the needs of the people being supported.</li> </ul>
<b>Positive behaviour support</b>	<ul style="list-style-type: none"> <li>• Adapt behaviour so the people we support are well supported with their individual needs</li> <li>• Use positive behaviour strategies when supporting someone in an anxious/elevated state</li> <li>• Support people in their daily lives using strategies that reflect the needs of the individual</li> </ul>
<b>Health and wellness support</b>	<ul style="list-style-type: none"> <li>• Provide personal health cares as determined by the care plan and liaise with doctors and other health professionals to anticipate and where possible prevent the onset of illness.</li> <li>• Administer and document medication correctly.</li> <li>• Understand the medication's purpose and any side effects</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor and document health indicators daily.</li> </ul>
<b>Building relationships and partnerships</b>	<ul style="list-style-type: none"> <li>• Contribute to the workplace outside of the day to day role, helping you to understand the roles of others within Hohepa and how together as a team we are all contributing to Hohepa's mission - Every Life Fully Lived.</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Takes all practicable steps to ensure personal safety and the safety of others as a matter of priority</li> <li>• Identifying hazards, and work to eliminate, minimise, and isolate them</li> <li>• Ensure all health and safety hazards, near misses, accidents and incidents are reported and recorded accurately</li> <li>• Ensure that all specific Health and Safety responsibilities outlined in the Hohepa's Health and Safety Policy are undertaken in accordance with procedure</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• The diverse nature of this role requires that other duties may be undertaken from time-to-time at the direction of the community participation manager</li> <li>• Support the anthroposophical philosophy and values of Hohepa</li> <li>• To be available on rostered days of work with the flexibility to work shifts when and as required.</li> </ul>

**Person Specifications: *The qualifications, experience and attributes required for success in the role***

<b>Qualifications, Skills, Experience</b>	<b>Personal Attributes</b>
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Current, full driver's licence and the ability to drive an 11-seat van</li> <li>• Knowledge of emergency response and first aid (CPR)</li> <li>• A commitment to participate and succeed in study towards a Certificate in Health &amp; Wellbeing Level 3 qualification.</li> <li>• Basic computer skills</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Certificate in Health &amp; Wellbeing</li> <li>• Proven experience supporting people with a disability</li> </ul>	<ul style="list-style-type: none"> <li>• Person centred – people come first</li> <li>• Relationship driven</li> <li>• Ability to take initiative and work independently</li> <li>• Effective organisational and time management skills</li> <li>• Excellent oral and written communication</li> <li>• Team player with a high level of energy and passion for supporting and helping people</li> <li>• Able to remain calm in challenging situations</li> <li>• Able to relate to a wide range of people and cultures</li> <li>• Embraces change and contributes new ideas</li> </ul>

**Physical tasks:**

<b>Task</b>
<ul style="list-style-type: none"> <li>• Personal cares</li> <li>• Supporting mobility</li> <li>• Domestic duties – cleaning, shopping, makings beds, cooking</li> <li>• Driving</li> </ul>

- Recreational activities – could include long walks, short walks, swimming
- Emergency response – could include first aid, challenging behaviours, evacuating self and others