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**HŌHEPA HAWKES BAY**

**JOB DESCRIPTION**

POSITION TITLE: **Support Worker: Adult Services**

NATURE OF POSITION: Full Time / Part Time / Casual

LOCATION: Hōhepa Service for Adults

REPORTING TO: House Manager; will include working under the direction of senior staff in a residential setting, and the daytime Facilitator / Coordinator for daytime activities, as applicable

FUNCTIONAL Service Managers; House Managers and support staff;

RELATIONSHIP TO: Day Activities Facilitators and teams; Director of Services; Nurses and Therapists; Behaviour support team; Service Managers, Principal and staff from the Tamariki and Rangatahi services and School, particularly with regard to transition of people we support; members of Property Services, HR, Finance, Admin, Leadership teams

EXTERNAL Family members and advocates of the people we support;

RELATIONSHIPS WITH: health professionals and specialists; visitors and members of the public

**SCOPE OF RESPONSIBILITIES:**

The Hōhepa community provides 24 hour / 7 days a week support, enablement and care for children/tamariki, young people/rangatahi and adults, based on Anthroposophical principles of inclusive social development (Dr. Rudolf Steiner). We strive to make sure our practices are in line with Te Ao Māori – through the anthroposophical approach to farming, the holistic view of human development and the acknowledgment of the spiritual world at Hōhepa.

The people we support and residential staff form an important part of the Hōhepa community, and contribute greatly to the cultural life within the community.

The role of the Support Worker is to enable people to reach their greatest level of independence. This involves work in the home (creating an environment in which people we support can do as much as possible for themselves and feel secure, nurtured, supported and cared for, physically, emotionally and spiritually); supporting outings and involvement in the local community; and possibly a variety of daytime activities (depending on shift patterns).

Support Workers experience living and working together with people we support, in a situation that could be seen more as a way of life than a 'job' in the usual sense. It is expected that the Support Worker will participate in or assist with Hōhepa community activities, including festivals and our fair, and other community activities where possible.

**PRIMARY OBJECTIVES OF THE POSITION**

* Support adults to develop their independence, capacity to make choices and ability to participate in all aspects of life, within the Hōhepa community and the community beyond Hōhepa.
* Work in accordance with anthroposophic principles (inclusive social development), Hōhepa standards, policies and procedures, Health & Disability Service Sector requirements, the Privacy Act and recognised best practice, to ensure that people we support are enabled to live as independently as possible and that every life is fully lived.
* Participate in the activities of the House/Home, with the aim of creating a place of beauty where people are welcome, nourished and ‘at home’; this includes carrying out normal housekeeping duties and chores, working alongside and supporting people in these activities wherever possible.
* Understand, contribute to and work in accordance with plans and programmes in relation to the people we support.
* Work effectively as a member of the Hōhepa team (supporting Hōhepa’s principles and participating in festivals and events); the Adult Services team (working collaboratively with all members of the team); and the cluster team (with the Cluster Leader, House Leader, Senior Support staff and other Support Workers).

**KEY RESULT AREAS**

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| **Work with people we support with a focus on their wellbeing** |

| **Key Accountabilities** | **Key Performance Indicators** |
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| * Work with people we support in accordance with the therapeutic principles of Rudolf Steiner (inclusive social development). This includes attention to personal and hygiene habits, clothing, and home life skills of people we support, as well as the promotion of healthy social skills.
* Work in a manner that reflects the principles of **Privacy**, **Best Practice** and **Duty of Care**.

‘Best Practice’: a superior method or innovative practice that contributes to the improved performance of an organisation.‘Duty of Care’: a legal obligation requiring you to adhere to a standard of reasonable care while performing your duties as a Support Worker.* Be aware of and work consistently in accordance with plans and programmes, including risk management plans, behaviour support plans, therapy plans, day activities programmes (as applicable).
* Promote the health and wellbeing of people we support, with a strong emphasis on supporting people to make good decisions; could include participating in meetings or consultations, ensuring that people receive medication or medical care as prescribed, implementing agreed programmes for each person we support (eg nutrition, movement, fitness), keeping timely and accurate records of progress, sickness, accidents and incidents.
* Support the spiritual life of members of the household, by providing times for devotion and reverence, grace at meals, morning and evening song, prayers at bedtime. Maintain an awareness of the cultural needs (religious, ethnic etc) of people we support, and act accordingly.
* Support people in meal planning and preparation. The aim is that people we support and staff actively participate in menu planning, with staff encouraging and supporting healthy choices; meals should provide a balanced diet in accordance with the principles of nutrition and nutritional guidelines provided - as far as possible food should be biodynamically grown at Hōhepa (or organic), spray-free, without chemical additives, artificial colouring or preservatives. People we support are involved in meal preparation, with support; the planned menu must be followed as closely as possible.
* Assist with the overall appearance and upkeep of the House
* Support people we support to carry their share of household tasks (cleaning, laundry, baking, gardening etc). You will need to encourage, supervise and do the tasks when people we support are not able to be part of the process.
* Participate in the cultural life of people we support through music, singing, games, drama, artistic and crafts activities, visits to local library, attending concerts, and recreational weekend outings; comply with planning processes for outings to ensure the purpose is clear and safety is taken into account.
* Assist people we support to manage their own money (whether earnings, pocket money or gifts) and support them with purchases, taking account of plans, family wishes, needs etc
* Keep everyone informed of issues and support high standards of service delivery, through participating in effective handovers with staff on other shifts/roles.
 | * People we support are respected, have choice and their welfare and needs are catered for to high quality levels
* Evidence of understanding of Social Therapy principles, and putting them into practice
* Knowledge and understanding of Privacy, Duty of Care and Best Practice
* Evidence of awareness of risk management, behaviour support and therapy plans, which are put into practice
* Participation in Hōhepa Community events, outings, holidays, music, drama, artistic activities, visits
* Evidence of support for spiritual and cultural needs of the people we support
* Menu plans are followed and meals prepared in line with nutritional policy
* Money belonging to people we support is carefully handled, purchases are in line with agreements
* Consistent handover information takes place
* Evidence of effective communication with co-workers demonstrating that you observe, record, report, hand over and communicate any changes – resulting in a flow of information focused on the people being supported
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| **Work with people we support with a focus on their development** |

| **Key Accountabilities** | **Key Performance Indicators** |
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| * Work with people we support in a way that enables them to reach their greatest level of independence.
* Contribute to the development of quality Individual Development Plans (IDPs) for people we support, and work in accordance with implementation plans.
* Support people to develop skills; to include contributing to and implementing programmes and plans for developing a range of skills in the following areas:
* Physical environment
* Physical body (including personal cares)
* Feelings and emotions
* Relationships and Communication
* Individuality and Autonomy
* Work including crafts
* Communicate with families / advocates of people we support, appropriately and in line with Hōhepa protocols
 | * Conversant with IDP goals of people we support; works in accordance with implementation plans; keeps accurate records of progress towards goals
* Evidence of an attitude and practice of enablement
* Involvement in programmes to support people to develop life skills
* Accurate and appropriate communication with families of people we support
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| **Service quality, compliance, continuous improvement** |

| **Key Accountabilities** | **Key Performance Indicators** |
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| * Work at all times in accordance with Hōhepa’s policies, procedures, standards and requirements; take responsibility for maintaining an awareness of requirements; seek advice from senior staff (Cluster Leader, House Leader, daytime activities Facilitators, On Call etc) if unsure
* Work in a safe manner, conscious of the health and safety implications of different aspects of the work; consistently comply with Health and Safety procedures; be proactive in identifying and effectively dealing with hazards.
* Report all incidents, accidents and near misses, and participate in investigations and follow-up actions to learn from incidents and achieve improvements.
* Make suggestions for changes to improve service quality
* Keep and maintain all necessary records and provide reports, in accordance with Hōhepa guidelines and to meet required standards, formats and timeframes
 | * Evidence of compliance with policies and requirements
* Maintains accurate records; reports and progress notes provide meaningful and relevant information
* Is aware of Health & Safety requirements; proactive in dealing with hazards, reports all incidents
* Participates in reviews of incidents, accidents, trial evacuations etc; shares ideas for improvements, makes suggestions for positive change
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| **An effective member of the Hōhepa team** |

| **Key Accountabilities** | **Key Performance Indicators** |
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| * Work in accordance with special character principles and practices – which includes recognising and respecting the rhythms of the day and seasons, aiming for the good, the true and the beautiful in life and work.
* Act as a role model for all people we support, volunteers, visitors and new staff, demonstrating conduct and behaviours expected from a trusted co-worker; this includes loyalty, confidentiality, collegiality and a commitment to working together as part of a team, in the best interest of people we support.
* Support the smooth running of the team by working within the agreed rosters and timetables, working flexibly with a willingness to take on other tasks, using initiative and accepting responsibility; where applicable work across different settings (home, daytime activities, off site work in the community), maintaining the same levels of professionalism, loyalty and teamwork.
* Attend and participate in staff meetings; engage in joint problem solving, put forward ideas and share experience.
* Assist the Cluster Leader in supporting and educating new team members to build their understanding of Hōhepa.
* Take action to address any conflicts and disagreements in a proactive and constructive manner (and always behind closed doors – not in front of people we support).
* Contribute to Hōhepa festivals and events.
* Participate in and contribute to your own performance appraisal; identify training and development needs; attend and actively participate in training and development opportunities which can include compulsory training and personal development.
 | * Demonstrates support for and embraces the impulse of Anthroposophical Social Therapy – through speech and actions
* Maintains confidentiality, demonstrates collegiality and loyalty; no examples of spreading gossip or rumours, undermining Hōhepa managers and colleagues
* Evidence of reflecting on own performance and taking advantage of learning and development opportunities in order to improve performance
* Is a reliable and constructive team member, maintaining consistency in different areas of work
* Effectively carries out duties set out in the job description.
* Has effective working relationships; supports co-workers, works flexibly
* Shows initiative; identifies and completes tasks without instruction
* Demonstrates commitment to own development; participates in training, transfers learning back into the workplace, learns about meaningful self-reflection
* Participates in events and learning opportunities to increase understanding of Hōhepa’s special character
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**General Conditions of Employment**

Any offer of employment will be subject to a satisfactory Police Clearance. Hōhepa takes up a police vetting report on all employees at the start of employment and then every two years. If you are convicted of an offence after being employed by Hōhepa it is important that you declare this promptly; if an undeclared conviction shows up on a future police report, this could be regarded as a breach of trust and may lead to disciplinary action including potential dismissal.

You confirm that you have the right to work in New Zealand, and agree to provide documentary proof (eg through a birth certificate or passport).

**Smoking, Drugs and Alcohol:**

Hōhepa is a fully non-smoking environment, including buildings, grounds and vehicles. If you accept employment with us you guarantee that you **will not smoke** (even during break times) during work hours.

This is a **safety-sensitive role**. You must agree to attend work **free of any adverse effects of alcohol or drugs** (including illegal drugs and similar substances); the way this is assessed is that a drug test would be negative. You must consent to pre-employment testing, then random testing if you are employed.

**Days/hours of work:**

Full time work is 40 hours per week during the Monday – Sunday working week. One or two weekend days will be required; weekday shifts are normally between the hours of 6am and 10 pm and can include split shifts (eg 6 – 9 am, then 4 – 10 pm); morning shifts (eg 6 am to 2 pm); evening shifts (eg 2 – 10 pm). Shift length and timing can be changed to meet operational needs. Part time working patterns can be mutually agreed.

Rest Breaks: Two 10-minute paid rest breaks each shift, plus a paid meal break as you are unable to leave the premises during the shift.

**Review of job description:**

As with all Hōhepa job descriptions, the contents of this JD will be kept under review and will be subject to change, in the light of experience. Any substantial changes will be discussed with you before being implemented; however you are required to work flexibly and accept that any JD is an indicator only – you agree to any reasonable duties that are asked of you.

**DECLARATION**

I confirm that I have read, understand and agree to the job description and conditions of employment set out in this document:

Name: ……………………………………………………………

Signature: ……………………………………………………………

Date: ……………………………………………………………