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| **UNIT/TEAM** | **Disability Residential, Mental Health, Vocational.** |
| **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** | The purpose of the Home Co-ordinator position is the coordination of the administrative duties, and the physical environment needs of the service.* Ensure administrative duties are completed.
* Liaison with Service Manager (S/M) and Service Coordinator (S/C)
* Maintaining the environment of the house in partnership with all staff
* Communication as the key contact person for the house in partnership with Service Manager / Service Coordinator.
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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

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| KEYRESPONSIBILITIES | SUMMARY OF OUTCOMES |
| Provide Guidance to CSW’s Provide guidance to ensure household task and goals are completed by the whole team. | Household standards and goals are meet. |
| Team CommunicationDiscuss tasks with CSWs (in consultation with S/M when required).Alert S/M, S/C to any issues affecting clinical wellbeing of consumers.Relay relevant information to S/M & S/C. Partner with CSW’s to follow specific support plans and ADL’s in line with person centred approach. | Day to day routines and support staff awareness and communication across all duties is maintained. S/M & S/C is kept informed of issues arising.A strong relationship and open communication within the H/C, S/M, & S/C roles. Requirements of support plans and ADL’s are met and demonstrate a person-centred approach. |
| Environmental MaintenanceEnsure the home environment is conducive to recovery.  | Infection control audit is met.Environmental audit is met.Consumer feedback is evidencing a homely environment.  |
| People we Support (PWS)Alert S/C, S/M or Clinical on Call to any concerns regarding consumer wellbeing.Provide safe, person-centred support which is consistent with MASH policy and values and within legal and ethical frameworks.Enable people we support to participate in leisure activities, sports, recreational, and community activities according to their individual support plans.Enabling Good Lives for the people we support by gathering information to assist with making informed decisions & person-centred plans with a focus on their voices and choices.Recovery philosophy is maintained within the home environment.  | All Incidents and concerns are reported.People we support are assisted in a way that meets health and disability sector standards and in accordance with the Health and Disability Commissioner’s Code of Rights.Person-centred support plans are in place and followed. Reviews are undertaken as necessary (yearly as a minimum), and HCs contribute to this.The people we support are positively encouraged to engage in community and leisure activities that support their development and enrich their lives.The people we support are living their best possible lives.Recovery philosophy is maintained within the home environment.People we support are assisted to formulate and work towards vocational objectives.Team communication within the home supports the continuum of support and recovery.  |
| Support PlanningPartner with S/M, S/C and staff to establish a supportive relationship with the people we are supporting, support specific and achievable goals and to role model recovery-based approach to support that is person centred.  | Support plans reflect recovery. Support plans are reviewed as least 3 monthly.A partnership with the people we support is evident.Team member’s awareness of individual support plans is evident. |
| Activities of Daily LivingEnsure the physical environment is clean, tidy, and hygienic.Enabling the people we support to engage with preparing menus and cooking meals.Ensure adequate food & household supplies are available – partner with people we support to participate with household shopping and activities.Providing assistance when necessary to the people we support, including but not limited to showering/bathing, shaving, toileting, dressing, feeding and medication administration.Assist people we support with managing their finances. | Environments e.g., residence is kept clean and tidy.Nutritious meals are prepared according to menu planner.People we support are assisted to undertake household shopping and activities.People we support’s appearance reflects acceptable personal hygiene standards.Medications is administered in accordance with policy & procedures.All finances of people we support are in order. |
|  DocumentationEnsure that all people we supports’ information is recorded accurately and completely, and end of month statistics are completed and sent.Ensure confidentiality and security of all documentation of people we support.Ensure Daily Notes, are checked and completed accurately and neatly.Ensure that office administration requirements are met.All financials are managed and secure. | Advise S/M, S/C if documentation of people we support is not accurate or up to date.Documentation of people we support is stored in a secure cabinet.Incident reporting policy is followed. All financials are balanced, stocked weekly/ monthly and not depleted.All required monthly documentation and reconciliations are completed within set timeframes.All documentation is tidy, legible, and signed off.All electronic documentation is completed within specified timeframes.Petty cash is kept in a secure cabinet for authorised people only. |
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| Primary Support Worker DutiesTake responsibility for ensuring the file for the consumer under their care is up to date, tidy and accurate.People are supported to identify and work towards person-centred goals. | Files are tidy, up to date, and accurate. Person centred care and support is reflected in them and met. |
| Quality ImprovementLiaise with the S/M and S/C regarding implementation of quality initiatives. | Quality initiatives are implemented in the house and forwarded to the Combined Committee. |
| MedicationComplete medication training and certification. Revalidate annually.Administer Medication according to the Policy and Procedure. | Current certificationNo Medication errors.Report all medication errors and complete an incident report including any near miss incident. |
| House specific orientationProvide new CSW with house specific orientation. | New CSW’s are orientated to the specifics of the house. |

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COMPETENCIES

A successful practice lead at MASH Trust will demonstrate the following competencies:

* Person Centred approach.
* Ability to provide guidance.
* Consumer focused.
* Relevant qualification or experience.
* Quality focused.
* Flexibility – Shift work.
* Teamwork.
* Communication – written & oral.
* Organisation & Time management.
* Problem Solving.
* Flexible and adaptable.
* Consistency.
* Ability to address stigma in a proactive manner.
* Functional computer literacy
* Resilience

EXPERIENCE/QUALIFICATIONS

Job Specific Knowledge and Skills:

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| COMPETENCIES | SUMMARY OF OUTCOMES |
| Qualifications | * No minimum entry qualifications are required but you are required to work 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).
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| **Ability to apply continuous quality improvement principles** | * Suggests quality initiatives and ensures they are followed through.
* Constantly strives to improve the working environment for staff and consumers.
* Enabling Good Lives Principles
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| **Holistic, person-focused support and care** | * Works with the team to ensure people’s needs are met and documented.
* Works in a Family Inclusive Manner.
* Displays an encouraging and positive manner with people.
 |
| **Open Communication and Collaboration** | * A Transparent relationship is developed and maintained with staff, S/M S/C.
 |
| **Team Player** | * Displays a friendly approachable manner.
* Maintains an open relationship with all staff.
 |
| **Cultural Awareness** | * Is knowledgeable around Tikanga Maori.
* Awareness of staff and young people cultural needs.
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| **Integrity and Professionalism** | * Does not engage in illegal or unlawful activities.
* Accepts responsibility for their actions.
* Follows correct processes to deal with issues.
* Is honest in dealings with others.
* Respects and considers the beliefs, values, and needs of others.
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| **Stress Management** | * Skilled in recognising when self is under stress.
* Skilled in using appropriate strategies (e.g., breathing exercises, relaxation, taking breaks, seeking supervision) to deal with stress.
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| **Organisational Skills** | * Skilled in prioritising tasks to ensure they are completed within the required timeframe.
* Skilled in ensuring the house office is kept orderly and tidy.
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| **Applies Health and Safety principles in the workplace** | * Ensures that any health and Safety issues are reported as per the correct procedures.
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| **Organisational Commitment** | * Actively incorporates MASH Trust’s philosophy and values into their work practice.
* Is committed to achieving set organisational and specific objectives.
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KEY RELATIONSHIPS

Internal:

* National Managers
* Service Managers
* Service CoordinatorsRegistered Nurses
* Community Support WorkersOffice Staff

External:

* Oranga Tamariki
* People we support and their Whanau/ Families.
* Health Professionals & Providers
* Tangata Whenua
* External support agencies
* Other Key Stake Holders