

JOB EXPECTATION



POSITION: Community Support Worker (Mental Health)

FUNCTION: To support the designated MASH Trust clients in creating and maintaining the home environment, relationships and lifestyles of their choice.

REPORTS TO: Manager – Residential Mental Health

FUNCTIONAL RELATIONSHIPS:

Internal

Managers
Lead Support Workers
Team Leader / Registered Nurses
Home Coordinators
Community Support Workers

External

Family/Whanau/Advocates
Community Agencies
Allied Health Professionals

Adherence to the following forms part of this job description:

- MASH Trust Policies and Procedures
- MASH Trust Code of Conduct

These documents can be found at each MASH Trust workplace.

Purpose of Position:

To support MASH Trust clients in the mental health service by maintaining a high quality of life, a quality home environment, and encouraging full participation in all aspects of daily life. Community Support Workers are expected to function in accordance with the Treaty of Waitangi and to engage in professional development including attendance at MASH staff development workshops. Community Support Workers are also expected to contribute to policy and procedure reviews, planning activities and quality initiatives in line with MASH's continuous quality improvement philosophy.

Key Duty Areas

- 1 Client Support
- 2 Activities of Daily Living
- 3 Documentation

Duty Area	Tasks	Performance Measures
1. Client Support	<p>Provide safe, client-focused support within legal and ethical frameworks.</p> <p>Ensure the physical environment is clean, tidy and hygienic</p> <p>Prepare meals</p> <p>Provide personal care of clients including showering/bathing, shaving, toileting, dressing, feeding, medication administration etc</p> <p>Assist in implementing and reviewing behavioural management programmes</p> <p>Attend staff meetings to ensure consistent client support</p>	<ul style="list-style-type: none"> ▪ Client support meets health and disability sector standards and in accordance with the Health and Disability Commissioner's Code of Rights ▪ The residence is kept clean and tidy ▪ Nutritious meals are prepared according to menu planner ▪ Client appearance reflects high personal hygiene standards ▪ Clients' behaviour is managed according to support plans ▪ All staff meetings are attended unless on authorised leave
2. Activities of Daily Living	<p>Support clients in gathering information to make informed choices</p> <p>Provide support for clients to participate in leisure activities, sports, recreational, and community activities according to support plans</p> <p>Provide support for clients to participate in vocational training, supported employment according to support plans</p> <p>Assist in implementing support programmes</p>	<ul style="list-style-type: none"> ▪ Clients participate as fully as possible in community and vocational activities ▪ All rehabilitation and therapy programmes are followed correctly
3. Documentation	<p>Ensure that all client information is recorded accurately and completely</p>	<ul style="list-style-type: none"> ▪ Documentation is accurate and up-to-date

Person Specification

Qualifications and Knowledge:

- Minimum qualification required is the National Certificate in Mental Health (or the commitment to begin and complete it).
Note: People with higher/other qualifications in a relevant field are encouraged to apply and may be exempt from completing the National Certificate in Mental Health, subject to meeting specific exemption requirements.
- Knowledge and understanding of people with mental illnesses
- Maintenance of a Current First Aid Certificate (or commitment to obtain one within the first three months of employment at own expense). Please note that first aid certificates must meet one of the New Zealand Qualification Authority standards 6400, 6401, or 6402.
- Maintenance of a current, full New Zealand Drivers Licence

Essential competencies:

- Client-Focused
- Quality-Focused
- Flexible

Job-Specific Criteria:

- Previous experience in managing challenging behaviours
- Reliable and dependable in working rostered shifts
- Demonstrated ability to build relationships with people of all ages and backgrounds
- Demonstrated professionalism and integrity
- 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.

While previous experience working in a community mental health setting is desirable, MASH provides extensive training in the area, and people with little experience, but a desire and commitment to learn are encouraged to apply.