

## JOB DESCRIPTION & PERSON SPECIFICATION



Position Title: Community Support Worker (Day Services Intellectual Disability)  
Reports To: Service Manager – Day Services (Intellectual Disability)  
Location: Horowhenua, Kapiti and Manawatu

**Adherence to the following forms part of this job description:**

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

**These documents can be found at each MASH Trust workplace.**

**Purpose of Position:**

To support MASH Trust clients in the intellectual disability service to develop and maintain a high quality of life, and encourage full participation in all aspects of community 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.

**Functional Relationships**

*Internal*

Living Plus service manager  
Living Plus Team Leader  
Living Plus CSW's  
MASH Residential staff

*External*

Family/Whanau/Advocates  
Primary residential staff (NZCare)  
Specialist services (EXPLORE)  
Community agencies

**Key Duty Areas**

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

<b>Duty Area</b>	<b>Tasks</b>	<b>Performance Measures</b>
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>Provide personal care of clients toileting, medication administration etc</p> <p>Assist in lifting, rotating, and other physical support activities of clients if necessary</p> <p>Develop, implement and review personal plans, and support programmes.</p> <p>Attend staff meetings to ensure consistent client support</p>	<ul style="list-style-type: none"> <li>▪ Client support meets health and disability sector standards and in accordance with the Health and Disability Commissioner's Code of Rights</li> <li>▪ The activities centre is kept clean and tidy</li> <li>▪ Client appearance reflects high personal hygiene standards</li> <li>▪ Clients' physical discomfort, if any, is kept to a minimum</li> <li>▪ Clients' behaviour is managed according to support plans</li> <li>▪ All staff meetings are attended unless on authorised leave</li> </ul>
Provision of Day Activities	<p>Support clients in gathering information to make informed choices.</p> <p>Provide support for clients to participate in leisure activities, sports, recreational, occupational and community activities according to support plans</p> <p>Work with significant others and allocated key clients to identify, implement and review client personal goals and required support structures.</p>	<ul style="list-style-type: none"> <li>▪ Clients participate as fully as possible in community, occupational and vocational activities</li> <li>▪ Client activity programmes are followed correctly.</li> </ul>
Documentation	<p>Ensure that all client information is recorded accurately and completely</p> <p>Be responsible for development and review of My Goals Pathways Plans for key clients according to established guidelines.</p>	<ul style="list-style-type: none"> <li>▪ Support plan and daily anecdotal documentation of client activity is timely, accurate, legible and up-to-date</li> <li>▪ Key worker documentation required for My Goals pathways plans is kept up to date.</li> </ul>

## **Person Specification**

### **Qualifications and Knowledge:**

- Minimum qualification required is the National Certificate in Human Services (or the commitment to begin and complete it).  
*Note: People with higher/other qualifications in a relevant field are encouraged to apply*
- Knowledge and understanding of people with disabilities
- Current First Aid Certificate (or obtain one within the first three months of employment)
- Current Full Driver Licence

### **Essential competencies:**

- Person- Centred
- Client-Focused
- Quality-Focused
- Flexible

### **Job-Specific Criteria:**

- Previous experience in supporting people with disabilities.
- Reliable and dependable
- Demonstrated ability to build relationships with people of all ages and backgrounds
- Demonstrated professionalism and integrity
- Ability to engage in personal cares

*Previous experience in a Community disability setting is preferred*