

JOB DESCRIPTION & PERSON SPECIFICATION



Position Title: Community Support Worker (Physical Disability)

Reports To: Manager ID / PD

Location: Manawatu / Wellington

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 physical disability 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.

Functional Relationships

Internal

Client Services Managers
Lead Support Workers
Registered Nurses

External

Family/Whanau/Advocates
Community Agencies
Allied health professionals

Key Duty Areas

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

Duty Area	Tasks	Performance Measures
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 lifting, rotating, and other physical support activities of clients if necessary</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' physical discomfort, if any, is kept to a minimum ▪ Clients' behaviour is managed according to support plans ▪ All staff meetings are attended unless on authorised leave
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 ▪ Physical (and the like) therapy programmes are followed correctly
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 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 at own expense)
- Current Full Driver Licence

Essential competencies:

- Client-Focused
- Quality-Focused
- Flexible

Job-Specific Criteria:

- Previous experience in managing challenging behaviours
- Reliable and dependable in working rostered shift work
- Demonstrated ability to build relationships with people of all ages and backgrounds
- Demonstrated professionalism and integrity
- Ability to engage in physical lifting and personal cares
- Skilled in preparing nutritious meals

Previous experience in a Community disability setting is preferred