

## Position Description

<b>Position Title:</b>	<b>Community Support Worker – Intensive Service</b>
<b>Responsible To:</b>	Service Manager
<b>Reports To:</b>	Team Leader
<b>Location:</b>	Christchurch
<b>Position Purpose:</b>	<p>To encourage and empower people with a learning disability to live a meaningful life. This will involve:</p> <ul style="list-style-type: none"><li>• Actively promoting self-advocacy, self-confidence, independence, participation, and choice.</li><li>• Assisting people to achieve opportunities and involvement in a valuing lifestyle of their choice shared by family, friends and the community.</li></ul>
<b>Financial Authority:</b>	Nil
<b>Staff responsibilities:</b>	Nil
<b>Last updated</b>	February 2021

### Mission:

Provide quality, person centred, flexible and sustainable services that uphold people's rights and create opportunities, empowering people to be, belong & become.

### Vision:

My Life My Way

### Values:

Person Centred - Responsive to the person; individualised services and support that recognise the uniqueness of every person

Passion and Commitment - Creating and maintaining a high-performance culture, where people are passionate about what they do

Partnership - Working successfully together with others, in particular families while valuing each other's contribution

Pride in what we do - A culture of continuous improvement is in place – proud to be part of the Brackenridge Team

## Key Relationships:

<b>Internal</b>	People we support Managers and Team Leaders Other staff at all levels
<b>External</b>	Parents/family/whanau/friends Community agencies Lifelinks Day services Specialists and GPs Oranga Tamariki Other professional groups

## Key Tasks

To ensure that the following key activities are undertaken:

- Act as a key worker and advocate supporting the individual through the person centred planning process (What You Need to Know about Me) and implement agreed goals.
- Develop people's circles of support by developing and maintaining friendships and relationships in their community.
- Actively promote the New Zealand Disability Strategy, Pathways to Inclusion and work to implement the recommendations of the Ordinary Life report.
- Actively encourage, promote and role model a healthy lifestyle (diet, fitness etc.) and contribute to the health, safety and security of individuals and their environment.
- Complete all necessary documentation within the required timeframe. Regularly review and modify individual support plans as required.
- Communicate information to the relevant people including individuals, family/whanau, staff and other agencies whilst ensuring that confidentiality is appropriately maintained.
- Support individuals to perform their personal care including bathing, dressing, shaving and toilet needs and actively promote the importance of a good standard of personal hygiene and physical appearance.
- Providing practical, safe and supportive care to children and young people including face to face nurturing.
- Facilitate and support individuals in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting individual empowerment.
- Actively support people's participation in social, leisure, educational and employment opportunities within the local community and in line with ordinary life principles.
- Promote opportunities for the people you support to explore their cultural and spiritual linkages.
- Implement Active Support within the values of involvement, participation and relationship building.
- Participate in the development and implementation of individual plans for clients, including reporting of children and young people's progress

- Support individuals with managing household and personal finances in accordance with Brackenridge’s financial procedures.
- Implement any specific learning development programmes eg. Use of public transport, work and social skill development.
- Ensure that risk policies are followed and that Health & Safety, fire, accident and incident recording and other policies and procedures are observed.
- Support individuals in obtaining and attending relevant medical care/appointments as appropriate. Administer and record medication in line with Brackenridge’s policies.
- Assist people who require moving and handling support in accordance with Brackenridge’s policies and procedures.
- Manage personal stress generated by the working environment.
- Maintain a professional image, attitude and behaviour, in line with Brackenridge policies and procedures at all times.
- Identification of individual needs wishes and aspirations.
- Work contracted hours which will include a rota shift system to cover mornings, evenings and weekends as required.

## Health and Safety

Health and Safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents, which may cause personal injury, property damage or loss of any kind. Each employee is expected to play a vital and responsible role in maintaining a safe and healthy workplace.

The Community Support Worker will always:

- take practicable steps to ensure the safety of people we support and other staff as well as their own safety while at work and to ensure that no action or inaction on their part will cause harm to any other person/s.
- record and report incidents and accidents that occur in the workplace, and take all practicable steps to prevent these events from happening again.
- observe all safe work procedures, rules and instructions.
- report early reporting of any pain, discomfort or stress.
- attend supervision as directed.

## Confidentiality

Adhere to legislative and Brackenridge’s policies and procedures on confidentiality and the management of sharing information.

Person Specifications		
Qualifications	Essential	Desirable
NZ certificate in Health and Wellbeing, Level 3 or Level 4 or Social Community Service Qualification (or equivalent) or	✓	✓

Certificate in Human Services (or equivalent)		
Full clean and current NZ drivers' licence	✓	
<b>Knowledge/experience</b>		
At least 2 years' experience in working with complex children and youth	✓	
Comprehensive knowledge of youth work and family support		✓
Understanding and practice of Positive Behavioural support theory		✓
Experience or knowledge of people with a learning disability.	✓	
Computer literate and experienced in on line applications	✓	
Awareness of The New Zealand Disability Strategy and the "To Have an Ordinary Life report".		✓
Awareness of the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to support of Maori in Aotearoa/New Zealand enabling cultural respect and non-judgment.		✓
Have a passion for working with children and young people and a belief that they deserve opportunities to thrive	✓	
Effective understanding of issues around disability, gender, race, culture, and sexuality as they affect the client group.		✓
Must undertake all appropriate training and development in order to meet the requirements of the position.	✓	
<b>Person specifications</b>		
Good time management skills	✓	
Ability to work as part of a team or independently	✓	
Clear professional boundaries	✓	
Well-developed communication and interpersonal skills	✓	
Problem solving/solutions focussed	✓	
Thrive in challenging and changing situations	✓	
High level of organisational ability	✓	
Positive attitude and role model	✓	
View all people as having potential for change	✓	
Confident in own skill set	✓	
Resilience, empathy and understanding	✓	

Strong relationship building abilities	✓	
Police vetted and Oranga Tamariki approved - clearances obtained from both organisations	✓	

### Foundation Competencies

- ⤴ **Individual support** – To provide quality services that are what individuals want and need. Ensure individuals have the opportunity to comment or complain if they need to. Actively encourage and work with individuals and develop and implement what needs to be done to meet their needs. To report on what individuals say in relation to the services delivered.
- ⤴ **Develop oneself and others** – To make every effort to access development opportunities and ensure you spend time with your team Leader identifying your development needs through your personal development plan. To attend and complete all identified core competency training. To actively participate in Quality Council, Health & Safety/ other committees and Working Parties as required. To role model best practice to other staff.
- ⤴ **Valuing Diversity** – To accept everyone has the right to their distinct identity. To treat everyone with dignity and respect and to ensure that what individuals tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of Brackenridge's goals, visions and values.

### Change to job description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Such change may be initiated as necessary by the CEO. This job description may be reviewed as part of preparation for performance planning for the annual performance cycle. A review in job size and possible impact on remuneration structure for the position will only be considered where change to the position is significant (guideline: significant would typically involve a 30% change in the complexity/ accountability for the role).