

Position Description

Job Title: Community Support Staff

Primary Purpose of the Role:

To work as part of a team to encourage and empower people with a learning disability to live a meaningful life.

This will involve:

- Actively promoting self advocacy, self confidence, independence, participation and choice.
- Assisting people to achieve opportunities and involvement in a valuing lifestyle of their choice shared by family, friends and the community

Reports to:	Person Centred Coordinator
Functional relationships with:	The people being supported, parents/family/whanau, friends, managers, behaviour support, vocational planner, communication coordinator, community agencies, other professional groups

Key Tasks:

- Assist identification of individuals needs, wishes and aspirations
- To contribute to the health, safety and security of individuals and their environment
- To build and extend people's circles of support by developing and maintaining friendships and relationships in their community.
- 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.
- Facilitate and support individuals in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting individual empowerment
- Support people's participation in social, leisure, educational and employment opportunities within the local community and in line with ordinary life principles.
- To promote opportunities for the people you support to explore their cultural and spiritual linkages
- Actively promote the New Zealand Disability Strategy, Pathways to Inclusion and work to implement the recommendations of the Ordinary Life Report.
- To implement Active Support within the values of involvement, participation and relationship building.
- To encourage and promote a healthy lifestyle

- To complete all necessary documentation within the required time frame. Regular review and modification of individual support plans as required
- Communicate regarding verbal and written reports to ensure information is passed to the relevant people including individuals, family/whanau, staff and other agencies whilst ensuring that confidentiality is appropriately maintained.
- Support individuals with their personal care including bathing, dressing, shaving and toilet needs to ensure a good standard of personal hygiene and physical appearance.
- Support individuals with managing household and personal finances in accordance with Brackenridge's financial procedures.
- To assist in any specific learning development programmes as directed eg. use of public transport, work and social skill development
- Ensure that risk policies are followed and that Health and Safety, fire, accident and incident recording and other procedures are observed.
- To support individuals in obtaining and attending relevant medical care/appointments as appropriate. Administer and record medication in line with Brackenridge's policies.
- Maintain a professional image, attitude and behaviour at all times

Health and Safety

To operate within the workplace with regard to Health and Safety legislation.

Confidentiality

To adhere to legislative and Brackenridge's policies and procedures on confidentiality and the management of sharing information

Organisational Competencies

Individual Support – To provide quality services that are what individuals want and need. To give individuals the opportunity to comment or complain if they need to. ***To work with individuals and do what needs to be done to meet their needs.*** To inform your Coordinator about 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 coordinator 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 and Safety/ other committees and Working Parties as required. To be ready to share your learning with others.

Valuing Diversity – To accept everyone has a 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 into the organisation. To be responsible for promoting and participating in the achievement of Brackenridge's goals, mission and values.

Person Specification

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Minimal Essential Requirements	Method of Assessment
1. Skills and Knowledge	
Relates to people with a learning disability in a positive and valuing manner. Uses valuing language	Application / Interview
Recognises that people with a disability have the same rights and life expectations as the broader community	Application / Interview
Embraces diversity	Application / Interview
Strong focus on human rights	Application / Interview
Works within developed set guidelines and plans	Application / Interview
Meets personal care needs of people within the guidelines set by the support plan.	Interview
Ability to handle cash and to record income and expenditure within household accounts	Interview
Demonstrates an effective understanding of issues around disability, gender, race culture and sexuality as they affect the client group.	Application / Interview
Positively promotes client support	Application / Interview
Able to work as part of a team	Application / Interview
Awareness of The New Zealand Disability and the 'To Have an Ordinary Life Report'	Application / Interview
Awareness of the treaty of Waitangi/Te Tiriti o Waitangi and it's relevance to the support of Maori in Aotearoa/New Zealand.	Application / Interview

<p>Health and Safety The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk</p>	Interview
<p>Confidentiality A knowledge and understanding of the legislative requirements on confidentiality and the management and sharing of information</p>	Interview
<p>Individual Support – listen and respond to individual need, seek out innovative ways of consulting individuals and engaging partners. Network with others to develop supports for the benefit of the individual.</p>	Interview
<p>Valuing Diversity Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance service quality whilst being prepared to accept feedback about your own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage.</p>	Interview

2. Experience/ Qualifications/Training	
Good general education	Application
Experience or knowledge of people with a learning disability	Application / Interview
Completion of NZQA Foundation skills or Core Competencies (or must be willing to work towards and achieve minimum level 2 within a given timescale)	Application / Interview
Certificate in Human Services (or equivalent) is desirable	Application
Must be willing to undertake appropriate training and development in order to meet the requirements of the position	Interview
To hold a current first aid certificate.	Interview

3. Work Related Circumstances

A No Smoking Policy will apply	Interview
To work contracted hours which will include a rota shift system to cover mornings, evenings and weekends as required.	Interview
To assist people who require moving and handling support in accordance with Brackenridge's policies and procedures	Interview
To manage personal stress and that generated by the working environment.	Interview
To hold a full clean and current drivers licence. Must be able to drive a manual car and/or van	Application
Satisfactory Police Check	Application

The intent of this position description is to provide a representative summary of the primary duties and responsibilities performed by staff in this role. Staff members may be requested to perform job related tasks other than those specified.

Note to Applicants: Please try to show in your application form how you best meet these requirements