

POSITION DESCRIPTION

Position	Community Support Worker (CSW)	
Team	Te Taihāhā	
Reporting to:	Kaihautū Taihāhā	
Hours of work:	As per roster	
Job purpose	Community Support Workers provide a range of support to the elderly and people with intellectual and/or physical impairments. The role of the CSW is to promote independence and empowerment for all clients. This is achieved through supporting, caring for, educating and encouraging clients whether this be in their homes, at work, school, day programmes or in social, leisure and educational time.	
Accepted by:	Employee Signature:	Date:
NAME		

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has seven service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The seven services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Puawai Whānau:	Tamariki Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission statement

To empower whānau into their future

Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

Key Result Area 1: Client Support / Manaaki tangata

- 1.1 Work in a way that clients are empowered within their abilities and desires to lead a healthy, independent lifestyle;
- 1.2 Visit clients in their homes to provide support in line with their care plan; This includes assisting with personal cares such as bathing, dressing, feeding etc and toileting where required;
- 1.3 Support clients to efficiently run their household daily activities such as meal preparation and cleaning where required;
- 1.4 Where required (and outlined in care plan) support clients to participate in community-based activities ensuring their safety at all times.
- 1.5 Prompting and assisting the client to take prescribed medication where outlined on care plan.
- 1.6 Ensure all work completed is within the parameters of the care plan and organisational policies and procedures;
- 1.7 Support the clients to maintain a safe and hygienic environment;
- 1.8 Ensure all client notes are accurate, complete and kept confidential;
- 1.9 Keep Key Contact/Kaihautū up to date with progress, concerns, complaints, incidences or any changes at all to the client's condition or needs.
- 1.10 Attend and participate in meetings as requested

General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc;
- Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring;
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities;
- Actively participate in ongoing compulsory training and professional development.

The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. It is a living document and may change as the organisational needs or client support needs change. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.

PERSON SPECIFICATION

Qualifications & Experience

- Practical experience of working and caring for people
- Current Full Driver's License
- Current First Aid Certificate
- New Zealand Certificate in Health & Wellbeing Level 3 or higher (*or recognised equivalent*)

Essential skills

- Good clear communicator
- Ability to recognise urgent and stressful situations and respond appropriately
- Ability to converse and understand te reo Māori me ōnā tikanga is advantageous

Personal Attributes

- Reliable and punctual
- Committed to Whānau, Hapū and Iwi
- Empathy and compassion for all people
- Confidential
- Professional – taking pride in work and appearance

Pre-Employment Checks

- Requirement to pass a Police Check to employer satisfaction
- Requirement to undergo a Vulnerable Children's safety check
- May also be required to undergo and pass a CYRAS check to employer satisfaction (this is only applicable where employed to work in "Care Service" unsupervised with children)

Physical Attributes – Community Support Worker

- Must have a basic level of physical fitness to ensure the client's personal care, personal development or desired lifestyle is not limited by the physical abilities of the Community Support Worker.
- Skin condition should allow frequent contact with water, soap/disinfectant/sanitizer, chemicals and latex rubber.
- Hearing and speech sufficient to communicate with clients and co-workers enabling direct and telephone communication
- Visual to read accurately, write/record in a legible manner