

SILC LTD

JOB DESCRIPTION

Position Title: Support Worker

Date Issued: January 2009

Philosophy and Mission Statement

The appointee is required to carry out their work in a way that is consistent with the Policies, Philosophy and Mission Statement of SILC Ltd.

Philosophy

“People with disabilities are valued contributing members of the community they choose to live in.”

Mission Statement

SILC will provide a high quality service that assists people to hold valued places in their communities by;

- Providing a continuum of options supporting people with disabilities to live regular lives.
- Supporting people with disabilities to have the opportunities, confidence, and skills to participate in valued lives in the community of their choice.
- Supporting people with disabilities in the right to:
 - Choice
 - Inclusion in society
 - Information
 - Respect
 - Dignity
 - Difference
 - Interdependence

Supporting people with disabilities to access valued lives by ensuring access to a trained professional workforce.

Purpose of the Position

To provide day to day support, in the development of quality coherent services, for people with disabilities supported by SILC Ltd. The Support Worker will be responsible for the day to day support to assist an identified number of people with disabilities to have valued lives in a setting of their choice. The Support Worker will work in a “hands on capacity” with people with disabilities and work closely with people’s personal networks.

Report To

Team Leader

Functional Relationships – internal to SILC Ltd

- Service Users
- Families
- Other Support Workers
- Team Leaders and Service Co-ordinator's
- Service Managers
- Directors

Functional Relationships – external to SILC Ltd

- Related disability agencies
- Government departments
- Allied professional organisations and/or individuals
- The community.

Key Results

1. People supported by SILC Ltd will access quality valued lives in a community of their choice
2. People supported by SILC Ltd will be supported to experience new opportunities, develop new interests, friendships and networks, through the promotion of inclusion, participation and development of valued social roles.
3. People supported by SILC Ltd will be offered quality, individualised support through the coordination of a service planning process, (Statements of Personal Values).

4. People supported by SILC Ltd will be safeguarded against negligence by ensuring that processes of accountability are adhered to at all times.
5. A quality system will be maintained with ongoing development of image, competence, outcomes and service standards.
6. Support Workers will be assisted to deliver quality assistance and support as a part of a team, through training, support, supervision and modeling of good practice within the vision and framework of SILC Ltd.

Competencies and Skills

1. Team Skills

- An ability to work constructively with people towards common goals and directions.
- An ability to work with a variety of people, of different ages, genders, ethnicity and beliefs in a professional manner for the benefit of the people supported by SILC.
- An ability to work in a consensus manner, participating in and contributing to the decision making process.
- An ability to receive and give peer support and supervision.
- To act and be responsible for personal safety of self, peers and the people we support.

2. Supporting People

The key day to day tasks of assisting someone in order that they have access to a quality-valued life are many and varied. The people supported by the Company required various levels of assistance with some or all of the tasks listed below, ranging from prompting or reminding to complete a task to full physical assistance.

All people supported are encouraged to participate in all activities of daily living in their home and community. The level of participation will vary depending on individual ability and may range from passive participation (sitting and watching) to full and “ordinary” Participation.

A list of the key tasks indicative of the assistance people may require includes (but is not limited to);

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- Assistance with all levels of personal support needs including bathing, showering, toileting, washing, teeth cleaning, etc.
- Assistance with meal preparation.
- Assistance with eating and drinking.
- Assistance with household management, bed making, dusting, laundry, etc.
- Assistance with finances, budgeting, money management, shopping, banking, etc
- Assistance to transfer. (assisting people with physical disability to move from place to place, from bed to wheelchair, into and out of the bath, etc.
- Assisting people with mobilisation (basic physiotherapy).
- Assisting people to access the community, going shopping, to clubs, to recreational, leisure and work activities.

3. Staff Development

SILC offers a number of training opportunities, both internal and external. All Support Workers are expected to complete all compulsory training that is required by the Company from time to time.

All employees of SILC are required to;

- hold a current First Aid Certificate
- Complete the Induction Training Course and associated Staff Training Checklist

In addition to the above all Support Workers are encouraged to engage in regularly offered training events.

SILC has a partnership with the Community Support Services Industrial Training Organisation and provides support and assistance to Support Workers wishing to complete the National Certificate in Human Services, and or any other relevant qualification.

4. Supervision

All Support Workers are expected to participate in regular fortnightly supervision with their Team Leader.

5. Service Focus

Support Workers are expected to;

- Consistently promote the interests of the people supported by the team, and to promote the importance of active participation in all daily activities, planning and decision making.
- Model good support to meet reasonable expectations and agreed standards.
- Develop and maintain respectful and enduring relationships with people with disability, their family, Whanau and wider support network.
- Work cooperatively with people with disability and their personal networks to identify current and future support needs.
- Maintain a vision based on the philosophy and policy of the Company within the Team.

6. Communication

The ability to express thoughts and ideas clearly and effectively within the Team and at Team Meetings.

7. Results Focus

The ability to identify what needs to be done and to organise your time and others to produce quality work and meet deadlines.