

JOB DESCRIPTION

Support Worker

February 2013

An individual strand of silk is very fragile, and easily overlooked. However, when combined with other strands of silk, it gains strength and the material is able to be manufactured into a garment that can have great value and beauty. The silk thread mirrors what can be achieved in the lives of the people we support. ©

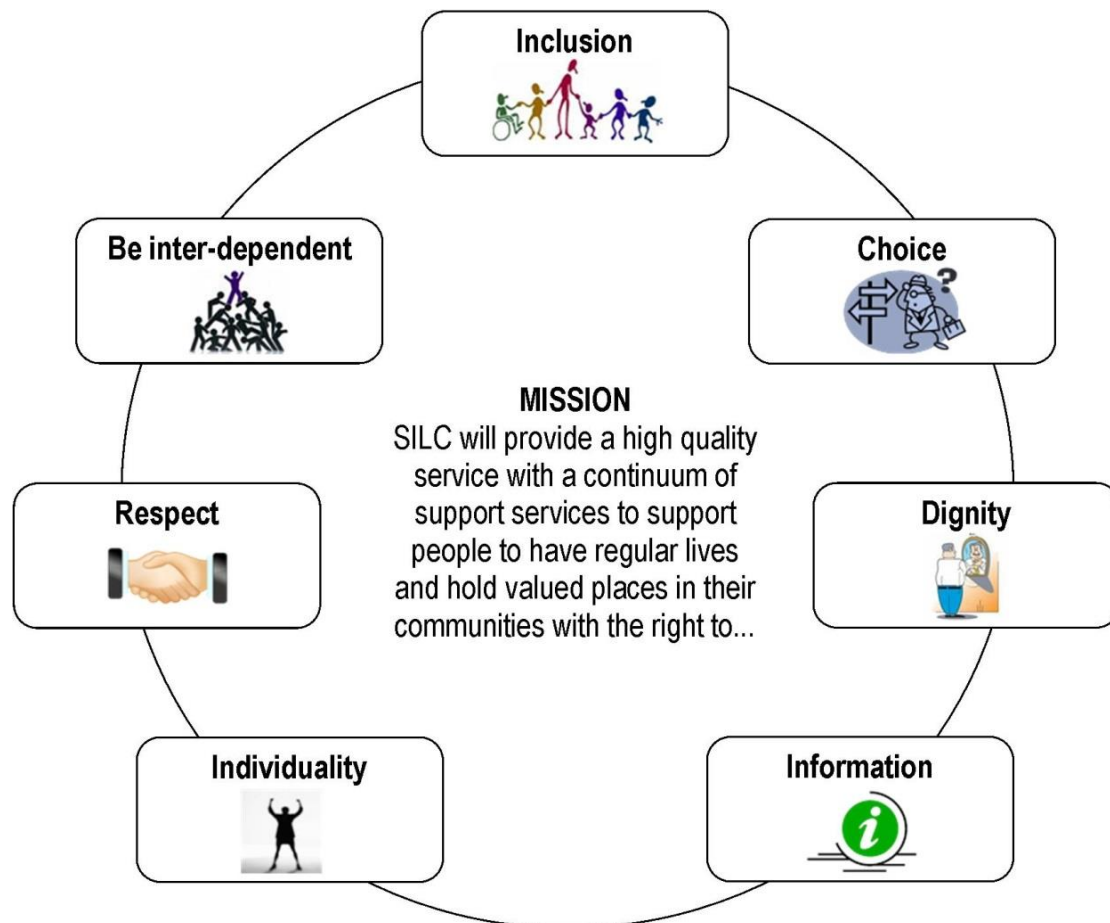
Philosophy and Mission Statement

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 are valued contributing members
of the community they choose to live in.

Mission Statement



SILC is committed to:

- ✓ Supporting people to have the OPPORTUNITIES, CONFIDENCE and SKILLS to participate in valued lives within the community of their choice.
- ✓ Supporting people 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 supported by SILC Ltd. The Support Worker will be responsible for the day to day support to assist an identified number of people to have valued lives in a setting of their choice. The Support Worker will work in a “hands on capacity” with people and work closely with people’s personal networks.

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 require 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.

Key Responsibilities

People We Support

Assistance for people to maintain their physical well-being.

- Ensure people keep good physical health following identified plans for health interventions.
- Support people to maintain good personal hygiene and their physical appearance.
- Assistance with eating and drinking when required
- Assistance to transfer when required (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 when required (basic movement and stretching).

Assistance for people to sustain their emotional well-being.

- Support to maintain and develop personal relationships with family and friends.
- Assisting people to access their community, going shopping, to clubs, to recreational, leisure and work activities to enable them to be connected to their community.
- Ensuring people have meaningful activities in their lives, both in their home and in the community.
- Ensure people are supported to make informed choices about their lives and are able to develop skills and competencies as they choose and are able.

Assistance for people to manage their home and safety.

- Assistance with meal preparation.
- Assistance with household management, bed making, dusting, laundry, etc.
- Assistance with finances, budgeting, money management, shopping, banking etc.
- Reporting issues of or assisting with home maintenance.

Team Functioning

- To work constructively with people towards common goals and directions.
- 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.
- To work in a consensus manner, participating in and contributing to the decision making process.
- To act and be responsible for personal safety of self, peers and the people we support.
- To use all the appropriate organisational tools to share information to ensure the smooth functioning of the team.

Role Specific Expectations and Competencies

1. Service Focus

All 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, with 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.

2. Health and Safety

- To ensure they have an understanding of the Health & Safety operational folder and participate in reviews.
- To identify and report any hazards to either the Team Leader, Service Manager or the Health and Safety Working Committee.
- To report any breakages, damage or concern of specialised equipment as this may result in a health and safety risk.
- To participate in health and safety discussions at supervision and team meetings.
- Identify hazards and work to eliminate, isolate or minimise them.
- To ensure safety of self, peers and the people we support.

3. Communication

All Support Workers are expected to:

- Express thoughts and ideas clearly and effectively within the Team and at Team Meetings.
- Communicate in a valuing manner with all people.
- Be able to complete written documentation and perform basic numeracy skills.
- Advocate any Health and Safety concerns for the people they support and staff.

4. Results Focus

All Support Workers are expected to:

- Identify what needs to be done and to organise their time and others to produce quality work and meet timeframes.
- Be 'job fit' to perform the role to achieve the results required; this means physically fit enough to perform a moderately active role.

5. Supervision

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

6. 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.

All employees of SILC are required to;

- ✓ Hold a current First Aid Certificate
- ✓ Complete the Introductory Training Modules and associated Staff Training Resources.

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 Community Support, and or any other relevant qualification.

Values Based Competencies

- ✓ Belief that every person is a valued individual.
- ✓ Commitment to ensuring people who have a disability are supported to have individual lives that they value.
- ✓ Passion to ensure all people are treated with respect.
- ✓ Enthusiasm to assist people to develop meaningful lives.
- ✓ Desire to be part of a successful team and organisation.

Report To

Team Leader.

Functional Relationships – Internal to SILC Limited

- People we Support
- Families
- Other Support Workers
- Team Leaders/Service Manager
- Trainers
- Service Managers
- Directors
- Chief Executive Officer

Functional Relationships – External to SILC Limited

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