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| **Responsible to:**  **The person/s with whom you are working, Team Leader and/or Service Manager.** | **Responsible for:** Person centred individualised support. Meeting the Vision, Mission and Values of CCT |

**CCT Vision**

A world that truly values and celebrates diversity

**CCT Mission**

Working in Partnership to Enable Great Lives

**Values**

Respect Reliability Transparency and Responsiveness

Every employee’s work will reflect CCT principles, the intention of the New Zealand Disability Strategy, and the United Nations Convention on Rights of Persons with Disabilities

**PURPOSE AND SCOPE OF THE POSITION**

Support Worker (SW) works for the individual and will be flexible and adaptable to the persons changing needs.

**KEY ACCOUNTABILITIES**

1. **Role of Support Worker**

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| **KEY ACCOUNTABILITIES** | **EXPECTED OUTCOMES** |
| * Skills, Development and learning * Advocacy * Consent and Choice * Rights of the Individual * Relationships * Team Work * Professional Conduct * Confidentiality * Community | * SW recognise that for many people with a disability, in order to become engaged in activities, achieve their full potential and experience a high quality of life, they require systematic support and regular opportunities to learn and use skills      * SW will recognise that it is important for people to express their feelings and have a say about issues that affect their lives. They will assist the person to speak up on their own behalf * SW will value and respect the right of individuals to make informed choices about issues that affect their life and the life of the community of which they are a member, and where necessary, to have support when such decisions need to be made * SW Recognise that people have rights and upholds and supports those rights * SW values and fosters supportive relationships for and among those with whom they work, their communities, Family and Whanau * SW supports a team approach to the provision of support; working with members of their own team, others within the organisation and people outside the organisation to achieve the best possible outcomes identified by the person * SW will behave in a positive way that directly influence the quality of the lives of the person/s and the reputation of the Community Care Trust. * Staff are committed to conducting themselves in a way that demonstrates respect for the people with whom they work * SW acknowledge and respect the trust that has been placed in them and maintain confidentiality * SW works with the individual to access their community, to actively belong and participate |

1. **CCT SW requirements and Documentation**

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| **KEY ACCOUNTABILITIES** | **EXPECTED OUTCOMES** |
| * Policy and Procedures * Documentation, CCT practices * Quarterly Review Meetings * Supervision/Self Care * Training * Team meetings * Professional Development | * SW will follow and adhere to all CCT Policy and Procedures * SW will complete all required documentation in a respectful, objective, accurate and professional manner at all times. People are supported in a non-aversive and age appropriate manner. CCT is an evidence-based organisation * SW are required to meet with their team leader once every three months * SW are required to attend Peer Supervision at least once every three months and use systems in place to address any issues, including reporting any personal difficulties in the workplace or stress that may impact * Completes all Mandatory Training, identifies and attends other training as per CCT requirements * SW attends the required number of team meetings and actively participates * SW will set goals in their Quarterly Review Meetings and this will be monitored |

1. **Other Duties**

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| **KEY ACCOUNTABILITIES** | **EXPECTED OUTCOMES** |
| * Undertakes all other requests from the Chief Executive that are a reasonable expectation of this job | * Requests are professionally, timely and accurately responded to |
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**PERSON SPECIFICATION**

Knowledge and Experience:

*Required*

* A good attitude
* Solution focused
* Be flexible and able to respond to a person’s changing needs
* Passionate about the work they do and a commitment to person-orientated approaches to planning and provisions of service.
* Drive to build stronger communities with people who have an intellectual disability.
* A team player that shares the workload
* Ability to maintain professional boundaries at all times.
* A full New Zealand driver’s licence.
* Holds a current first aid certificate.
* Can work to deadlines
* Can remain calm under pressure
* Can maintain detailed records
* Connected to community

Skills and Attributes:

* Highly developed sense of integrity
* Ability to listen actively
* Demonstrated passion for excellence about the work they do
* A high level of professional and ethical conduct
* Highly self-motivated, directed, flexible and well organised
* Ability to work independently and to actively contribute in a team-orientated, collaborative environment
* Innovative and solution focussed
* A strong sense of humour
* Has average fitness and physical health
* Able to take responsibility of self-learning

**PERFORMANCE MEASURES**

Performance will be appraised against the accountabilities and outcomes on this document and specific performance measures as negotiated.

**HEALTH AND SAFETY**

*Everyone is expected to share CCT’s commitment to avoid all accidents which may cause injury, property damage or loss of any kind. Each employee is expected to play a responsible and vital role in maintaining a safe and happy work place and are reported proactively.*

Under the Health and Safety at Work Act 2015, every employee shall take practicable steps to ensure:

* The employee’s safety at work.
* That no action or inaction of the employee while at work causes harm to any other person.
* All people with relevant knowledge and expertise can help make the workplace healthy and safe.

**RELATIONSHIPS**

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| **INTERNAL** | **EXTERNAL** |
| * People who receive services from CCT * Chief Executive * Senior Leadership Team * Service Managers * Team Leaders * Behaviour Specialist Team * CCT staff | * Parents, families/whanau and advocates of people receiving support * Community networks/links * Public and Primary Health services * Health Promotion agencies |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand this position description and I am aware of the responsibilities, requirements and duties of the role and I accept this position.

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| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| Managers Name:  Managers Signature: | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |