

POSITION DESCRIPTION



West Coast District Health Board
Te Poari Hauora a Rohe o Tai Poutini

21 January 2016

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

POSITION TITLE:

Home Based Support Worker

LOCATION:

West Coast Area

REPORTS TO:

Manager, Home Based Support Service

REPORTS ON A DAILY BASIS TO:

PRINCIPAL OBJECTIVES

- To support clients with personal care and household management within the home.
- Specific personal care requirements are determined through an individual needs assessment which informs a client care plan.
- The Home Based Support Worker will provide encouragement, support, care, and services as documented in each client's care plan.
- Home based support services are available seven days a week. Hours of work are tailored to meet clients' needs
- The WCDHB Home Based Service is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand Health and Disability Strategies, a restorative model of care, and the 'Ageing in Place' concept (OECD 1994).

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

- Manager HBSS
- Home Based Clinical Coordinators
- Home Based Coordinators
- District Nurses
- Rural Nurse Specialists
- Allied Health

EXTERNALLY:

- Access Home Health
- Clinical Care Complex Nurses

KEY PERFORMANCE OBJECTIVES:

Task	1.0 SUPPORT INDEPENDENCE
Expected Result	<ul style="list-style-type: none">1.1 Under the supervision of the relevant health professional, promote and support independence of clients to remain in their own home.1.2 To provide assistance with activities of daily living that enables a client to maintain their functional ability1.3 To observe and report any changes in a client's condition or circumstances1.4 To effectively carry out care as identified to meet the client's household management and personal needs1.5 Extra duties which may be required from time to time as directed by Manager HBSS.

Task	2.0 PROFESSIONAL STANDARDS
Expected Result	<ul style="list-style-type: none">2.1 Maintain professional standards related to Home Based Support Services (HBSS)2.2 Attend training relevant to the level of services provided2.3 Work within the boundaries of this training2.4 Be available, as appropriate, for professional supervision2.5 Participate in performance appraisal activities2.6 Attend clients at appointed times and work within the times allocated and not visit clients outside these times2.7 Respond promptly to messages and attend meetings with Manager, HBSS and Coordinators when requested.

Task	3.0 CLIENT SAFETY
Expected Result	<ul style="list-style-type: none">3.1 To assist HBSS in providing a safe and high quality service3.2 Be matched appropriately with clients where possible according to the worker's skills and knowledge3.4 Report to the Clinical Coordinator, any significant changes or concerns about clients3.5 Report to the Clinical Coordinator or Manager HBSS any identified need for more or less care, especially in urgent cases3.6 Undertake tasks in a supportive manner, respecting the dignity, rights, needs, and cultural values of the client3.7 Report any accidents or incidents by completing the accident and incident form and submitting to Manager HBSS within 24 hours3.8 Complete time sheets with the client's signature and hand in as directed by Manager HBSS.

Task	4.0 LEGISLATIVE COMPLIANCE
Expected Result	4.1 The Home Based Support worker will become aware of and comply with relevant legislation and apply this to their daily work eg. Health Information Privacy Code 1993 and Disability Act 1994.

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant West Coast DHB and policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager is unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions
- *Maintain knowledge of and promote H&S policies to staff*
- *Report to the Nurse Manager on H&S issues, meetings, programmes and initiatives*
- *Ensure H&S programmes are sustained and adequately resourced*
- *Ensure appropriate system is in place to identify, assess and control workplace hazards*
- *Ensure accidents and injuries are reported and investigated, ensure relevant documentation is completed and forwarded to H&S Advisor*
- *Ensure all employees are provided with information about hazards and controls in the workplace*
- *Ensure all staff are induced in H&S policies and procedures relevant to their position and workplace*
- *Ensure regular audits to monitor hazard identification and control*

QUALITY:

- Every staff member within WCDHB is responsible for ensuring a quality service is provided in their area of expertise.
- All staff are to be involved in quality activities and should identify areas of improvement.
- All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- Current New Zealand driver's license and cell phone.

Desirable

- Relevant qualifications for care of older people or people with disabilities for support workers or caregivers.
- Previous experience relevant to this position and /or in working in the community
- Shows commitment to learning and ongoing training.
- Rest Home, Nurse Aid or Caregiver / Support Worker experience caring for older people or people with disabilities

PERSONAL ATTRIBUTES:

The preferred appointee should have the following personal attributes:

Key Competencies:**Mandatory**

- Honesty and integrity
- Be able to maintain confidentiality and use discretion
- Able to work independently
- Able to listen and communicate in a non judgmental, non threatening manner
- Organizational ability, to be efficient and effective in household tasks allocated with minimal supervision
- Operates in an honest manner, loyal to colleagues, and does not encourage client criticism of other staff
- Able to maintain a professional work relationship with clients without breaching professional boundaries
- Shows commitment to learning and ongoing training.
- Commitment to ongoing self-development
- Accuracy with timesheets and service delivery requirements
- Is flexible, adaptable and able to work effectively in a variety of settings
- Accepts responsibility for actions
- Demonstrates a commitment to the position
- Able to establish, maintain and terminate a work relationship with clients and their significant others
- Able to complete qualifications related to position provided internally.
- Able to work on any of the seven days of the week and time of the day including nights according to a roster.

Desirable

- Knows how to do basic domestic tasks
- Demonstrates an awareness of various cultural and social needs
- Ability to “work smarter” by being innovative and proactive
- Ability to work as an effective team member in delivering a quality service
- Knows own personal strengths and weaknesses and works towards enhancing and developing these
- Ability to “work together” in a truthful and helpful manner
- Have well-developed interpersonal skills and be able to work with all people within the community
- Has a basic understanding of the use of technology such as computer or smartphone.

Physical Requirements

- Ability to be on your feet for most of the duty, as sitting is an infrequent activity
- Physical capability – the ability to crouch, squat, stretch, twist, bend, climb and balance
- Ability to lift/ push/pull weights of up to 15 kilograms
- Manual dexterity required to operate instruments and equipment
- Visual ability sufficient to read and write instructions
- Skin condition allowing contact with water, soap/ disinfectant soap.

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list.

It may therefore be amended from time to time.

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

*Signed on behalf of West Coast
District Health Board*

*I accept the terms and conditions as
outlined in this Position Description*

Date _____

Date _____

Name

Name

Position

Home Based Support Worker

West Coast District Health Board

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