

Te Whatu Ora

Health New Zealand

Te Tai o Poutini West Coast

POSITION DESCRIPTION

HOME BASED SUPPORT WORKER

Department:	Nursing
Location:	West Coast Area
Reporting to:	Clinical Nurse Manager Home Based Services
Working Relationships:	<ul style="list-style-type: none">• Home Based Clinical Coordinators• Home Based Coordinators• Carelink• District Nurses• Allied Health

PURPOSE:

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).

KEY PERFORMANCE OBJECTIVES:

- Under the supervision of the relevant health professional, to promote and support independence of clients to remain in their own home
- To provide assistance with activities of daily living that enables a client to maintain their functional ability
- To observe and report any changes in a client's condition or circumstances
- To effectively carry out care as identified to meet the client's household management and personal needs
- Extra duties which may be required from time to time as directed by CN Manager HBSS.

PROFESSIONAL STANDARDS

To maintain professional standards related to Home Support Services, the home based support worker will:

- Attend training relevant to the level of services provided
- Work within the boundaries of this training
- Be available, as appropriate, for professional supervision
- Participate in performance appraisal activities
- Attend clients at appointed times and work within the times allocated and not visit clients outside these times
- Respond promptly to messages and attend meetings with CMN HBSS and Coordinators when requested.

CLIENT SAFETY

To assist Home Based Services to provide a safe and high quality service, the home based support worker will:

- Be matched appropriately with clients where possible according to the worker's skills and knowledge
- Report to the Clinical Coordinator any significant changes or concerns about clients
- Report to the Clinical Coordinator or CN Manager any identified need for more or less care, especially in urgent cases
- Undertake tasks in a supportive manner, respecting the dignity, rights, needs, and cultural values of the client
- Report any accidents or incidents by completing the accident and incident form and submitting to CN Manager within 24 hours
- Complete time sheets with the client's signature and hand in as directed by CN Manager.

LEGISLATIVE COMPLIANCE

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 AND SAFETY

The home based support worker will attend to their own health and safety and will ensure that no action or inaction on their part will cause harm to any other person. The support worker will report possible hazards that may harm them or the client. The support worker will have read the Home Based Support Services Hazard Register, and will follow Infection Control Policies e.g. hand washing and protective wear as documented in care plans.

The home based support worker will abide by the organization's Health and Safety Plan and will participate in plan development and health and safety training as appropriate.

QUALITY STANDARDS

It is expected the home based support worker will participate in the development of quality activities.

QUALIFICATIONS, SKILLS AND EXPERIENCE

It is preferable the successful applicant has:

- Relevant caregiver or care of the elderly qualifications
- Previous experience relevant to this position
- Rest Home, Nurse Aid or Caregiver's experience

It is essential the successful candidate has a current New Zealand driver's license and cell phone.

PERSON SPECIFICATION

The preferred appointee should have the following personal attributes:

Qualities

- Honesty and integrity
- Be able to maintain confidentiality and use discretion
- Believes in the uniqueness of the individual, and their right to health and self determination
- Demonstrates a commitment to the position
- Operates in an honest manner, loyal to colleagues, and does not encourage client criticism of other staff
- Commitment to ongoing self-development
- Accepts responsibility for actions
- Knows own personal strengths and weaknesses and works towards enhancing and developing these
- Is flexible, adaptable and able to work effectively in a variety of settings
- Shows commitment to learning and ongoing training.

Skills

- Have well-developed interpersonal skills and be able to work with all people within the community
- Organizational ability, to be efficient and effective in household tasks allocated with minimal supervision
- Able to establish, maintain and terminate a work relationship with clients and their significant others
- Ability to work as an effective team member in delivering a quality service
- Able to maintain a professional work relationship with clients without breaching professional boundaries
- Able to listen and communicate in a non judgmental, non threatening manner
- Ability to "work together" in a truthful and helpful manner
- Ability to "work smarter" by being innovative and proactive
- Demonstrates an awareness of various cultural and social needs
- Accuracy with timesheets and service delivery requirements

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.

*Signed on behalf of West Coast
District Health Board*

Date _____

Name

Position

West Coast District Health Board

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

Date _____

Name

Home Based Support Worker

West Coast District Health Board