**HŌHEPA HAWKES BAY**

**JOB DESCRIPTION**

POSITION TITLE: **Wake Over Support Worker**

NATURE OF POSITION: Full Time / Part Time / Casual

LOCATION: Otaihanga, Kapiti

REPORTING TO: Operations Manager / House Leader

FUNCTIONAL RELATIONSHIP TO: Other Leaders and support staff in Kapiti; Hohepa Hawke’s Bay managers, support staff, therapists, members of Property Services and Admin teams; staff and individuals from other local organisations with which Hohepa has links

**SCOPE OF RESPONSIBILITIES:**

Hohepa Homes are residential homes for children and adults in needs of special soul care, working with the impulse of Anthroposophical inclusive social development, which is based on the work of Rudolf Steiner. Support workers are required to accept and respect this basis, and to apply appropriate practices in their work sphere.

Positive values-based support will be provided informed by policies, procedures, standards, individual plans and the training provided.

The Wake Over Support worker is responsible for overnight ‘AWAKE’ care and support of adult service users.

**Note: THIS POSITION REQUIRES THE EMPLOYEE TO REMAIN ‘AWAKE’ AT ALL TIMES DURING THE SHIFT. (SLEEPING WHILE ON DUTY IS UNACCEPTABLE).**

The role involves the following major areas of responsibility:

1. **To provide secure and safe monitoring of people we support during the night**

a) Receive handover / check-count people in the house / commence shift

b) Check people while they sleep without disturbing them

c) Provide progress notes on each person in the house every night

d) Record sleep patterns and exceptional events

e) Handover to morning shift

**To assist in establishing and implementing programs as assigned**

a) Implement overnight programs as assigned

b) Document progress

**House Tasks**

a) Undertake house tasks as assigned e.g. cleaning, food preparation, baking, bread making, ironing and other tasks as required

b) Report any issues during handover (or if urgent in line with agreed protocols)

c) Be fully aware of emergency procedures in cases or fire of other emergencies

d) Provide first aid assistance to people we support if required (the Wake Over Support Worker is required to have a current first aid certificate or successfully complete one within three months of appointment)

e) Be conscious of site security and respond to any perceived threats accordingly

**Personal development**

a) Participate in ongoing agreed training for Support Workers in the house/home.

b) Attend formal training sessions and courses; these will take place outside of normal working hours, and will be paid for at your current hourly rate

c) Participate in and contribute to your own performance appraisal & training and development needs process

## KEY RESPONSIBILITY AREAS

|  |  |
| --- | --- |
| **K**ey **P**erformance **A**reas: | **K**ey **P**erformance **I**ndicators: |
| **Supporting Anthroposophy:** | * Demonstrates support and embraces the impulse of Anthroposophical inclusive social development
 |
| **Communication:**Within HohepaWritten / report writing | * Feedback from stakeholders about communication is Positive
 |
| **Health & Safety:** | * Consistently complies with H & S procedures and is proactive in identification and effectively dealing with hazards
 |
| **Management of assets (service users’ and Hohepa’s):** | * Accepts responsibilities and can account for assets
 |
| **Work Ethic:**Punctuality, Attendance, Attitude, Teamwork | * Consistent in attendance and punctuality, works in a professional manner and demonstrates positive attitudes
 |
| **Health & Wellbeing:**( To maintain optimum health & wellbeing by ensuring physical, emotional, spiritual needs are met) | * Consistently provides quality progress notes and health issues are communicated timely and appropriately

\*Progress notes written daily\*Concerns reported immediately |
| **Structure and Positive approach:** | * Will communicate with people using means that enhance understanding e.g. visual aids/pictures
* Will use a positive approach in supporting people
 |
| **Professional Development through Training and coaching:** | * Successfully completes training, as required, including SPELL
* Applies principles and can demonstrate improvements made
 |
| **Performance Appraisal:** | * Participates positively in own performance appraisal and review
* Goals achieved
 |
| **Policies & Procedures:** | * Is aware of, and works consistently within, the parameters of Hohepa Policies & Procedures
* Attends training on P & P and demonstrates an understanding of requirements
 |

**PERSON SPECIFICATION**

**QUALITIES REQUIRED FOR THE POSITION**

**Experience, knowledge and qualifications**

* No specific experience, knowledge or qualifications required for this role; the successful applicant will need to be able to work through the night and provide support for people with intellectual disabilities

**Training and learning**

* Holds a current basic First Aid Certificate, or willing and able to complete one within three months of appointment
* Undertaken SPELL training, or willing and able to complete this successfully within six months
* Keen on undertaking further training relevant to the position
* Willingness and ability to learn new ways / methods and skills, and to develop the inner self

**Inter-personal and communication skills**

* An empathy with people with intellectual disabilities
* Excellent communication and interpersonal skills
* An excellent role model to both staff and service users
* Patience to the level required to work with someone with delayed responses, in a positive manner
* A finely tuned sense of perceiving health & well-being and also possible signs of illness in someone who has reduced communication ability
* Able to follow directions and implement coaching outcomes
* Ability to write progress notes and complete incident reports, factually and concisely

**Sympathy with Hohepa’s Values**

* Interested in and have respect for the educational and therapeutic principles indicated by Rudolf Steiner, on which the work at Hohepa is based
* Interested in Social Therapeutic Care and Homemaking
* Interested in the community way of life

**Initiative**

* Self motivated, with the ability to work unsupervised and alone
* Able to take the initiative when service users are sleeping and keep oneself meaningfully occupied during these periods

**Other requirements**

* Willing to declare if you are on any medication
* Holds a full Drivers Licence
* Maintains a tidy, professional appearance
* In good health, able to carry out the physical requirements of the role; particularly must be able to work through the night
* ‘Homemaking’ skills
* Ability to provide personal care and intimate hygiene requirements
* Good sense of humour!

**Wake Over Support Worker: General Conditions of Employment**

Any offer of employment will be subject to a satisfactory Police Clearance. Hōhepa takes up a police vetting report on all employees at the start of employment and then every two years. If you are convicted of an offence after being employed by Hōhepa it is important that you declare this promptly; if an undeclared conviction shows up on a future police report, this could be regarded as a breach of trust and may lead to disciplinary action including potential dismissal.

You confirm that you have the right to work in New Zealand, and agree to provide documentary proof (eg through a birth certificate or passport).

**Smoking, Drugs and Alcohol:**

Hōhepa is a fully non-smoking environment, including buildings, grounds and vehicles. If you accept employment with us you guarantee that you **will not smoke** (even during break times) during work hours.

This is a **safety-sensitive role**. You must agree to attend work **free of any adverse effects of alcohol or drugs** (including illegal drugs and similar substances); the way this is assessed is that a drug test would be negative. You must consent to pre-employment testing, then random testing if you are employed.

**Nights/hours of work:**

Full time work is 40 hours per week during the Monday – Sunday working week. You can be rostered to work either 4 nights of 10 hours or 5 nights of 8 hours). Rosters can be changed to meet operational needs. Part time working patterns can be mutually agreed.

Rest Breaks: Two 10-minute paid rest breaks each shift, plus a paid meal break as you are unable to leave the premises during the shift.

**Review of job description:**

As with all Hōhepa job descriptions, the contents of this JD will be kept under review and will be subject to change, in the light of experience. Any substantial changes will be discussed with you before being implemented; however you are required to work flexibly and accept that any JD is an indicator only – you agree to any reasonable duties that are asked of you.

**DECLARATION**

I confirm that I have read, understand and agree to the job description and conditions of employment set out in this document:

I confirm that I have reviewed the agreed expectations that Hōhepa has of people working in support roles, at each of the four pay bands; and will work towards meeting these expectations based on my own pay band.

***Signature***: