



Job Description **Vocational Support Person**

Responsible to: CEO
General Manager
Executive Leader
Team Leader - Lead Vocational Support Person

Key Objectives:

- To assist managers with the implementation of Planning Goals.
- To support individual persons with their daily programmes. (Overall programme development is completed by the Executive Leader/Team Leader responsible.)
- Complete written documentation following community and work placement experience.
- Completion of entries in daily communication diaries.
- To share 'knowledge' of the persons we support with other people in the working team.
- To have regular discussions with the managers in charge of the persons we support regarding their progress.
- To assist with cleaning duties within the centre including kitchen and laundry tasks.
- To assist individuals at lunchtime by following the programmes as written including administration and signing of medication in a timely manner.
- To participate in swimming and physical activities as programmed for individuals.
- To take responsibility to supervise a small group of persons within the centre and follow the programme provided by the Executive Leader/Team Leader.
- To implement individual behaviour management strategies as written throughout the person's programme.
- To embed enabling good lives principles within everyday practices.

Staff with Level 4 qualifications:

In recognition of these staff (and upon discretion of Executive Leader/Team Leader and persons staff are responsible to) additional responsibilities may include:

- Attending and completing planning meetings and writing goals
- Regularly checking persons folders to see that goals are being completed and written up
- Completing medication competency checklist for new staff or refresh for existing staff
- Daily checking and/or administering of daily medications. ie check that staff have signed off medications
- Wallet checks
- Van maintenance and mileage checks
- Supporting new staff to complete Manual handling checklist
- Supporting persons to achieve communication goals and functional use of communication equipment
- Mentoring new staff

Person Specifications:

It is desirable for the person to have:

- The personality and temperament to work with persons with complex disabilities e.g. to show flexibility, initiative, energy, motivation and enthusiasm, empathy and understanding.
- The ability to work successfully in a team.
- The ability to cope with the physical demands of the position i.e. Hoisting, toileting and completing personal cares.
- Effective communication skills.
- The ability to use initiative in consultation with the managers to ensure the needs of the persons are the primary focus.
- The ability to follow policies and procedures as written including information within the Staff Handbook.

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03 339 2930



7/ 4-6 O'Briens Road, Sockburn, Christchurch. 8042
PO Box 9027, Christchurch. 8149



www.chrisruthcentre.co.nz



admin100@chrisruthcentre.co.nz