



Position Description

CASUAL COMMUNITY SUPPORT CO-ORDINATOR

SkillWise facilitates work and education opportunities for people with mild to moderate intellectual disabilities.

The aim is to provide a choice of stimulating opportunities for people with an intellectual disability in order to participate and be accepted in the wider community.

The Community Support Co-ordinator is part of a team whose role is to provide learning opportunities, assistance and support for clients to achieve their goals. SkillWise is committed to “bridging the gap for people with disabilities”.

Reporting Responsibilities

The Community Support Co-ordinator reports to the General Manager.

Key Functions of the Job and Expected Results

1. To provide practical support for individual clients to achieve the goals based on their individual plan in a “key worker” role.
2. To assist and support the development of skills which enhance independence and promote the development of networks within the group and the wider community.
3. To support individuals in accessing external programmes and opportunities where necessary.
4. To participate in planning meetings with other team members, together with family/whanau and staff from other support organisations.
5. To assist in the development and review of activities for clients.
6. To ensure that progress in meeting individual goals is documented on a monthly basis.

7. To liaise with family/whanau and caregivers to keep them informed on any issues of concern and to give them monthly progress reports.
8. To work as a contributing member of the Community Support team ensuring good communication with the General Manager and other members of the team.
9. To take responsibility for one's own personal safety in the workplace and the safety of others (both staff and service users), and to report any hazards, accidents and unsafe practices to the General Manager.

SkillWise

Person Specification

CASUAL COMMUNITY SUPPORT CO-ORDINATOR

The requirements for this position are as follows:

- The ability to work with people who have an intellectual disability on an individualised basis.
- A demonstrated commitment and understanding of the Disability Strategy and Pathways to Inclusion.
- The ability to work well in a dynamic and creative team environment.
- Excellent communication skills, both written and oral.
- A current First Aid certificate.
- A current driver's licence.