

## **Job Description**

### **Support Worker**

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by Management. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

**Responsible to:** Area Manager

**Base:** Adult Services

### **Overall Purpose of Position**

The aim of CoAction's Adult Services is to develop and deliver a range of supports that are person centred, focused on community inclusion and active citizenship and practical in terms of enabling people to develop and maintain skills to live a full life. The Support Worker is responsible for providing supports based upon the needs identified in each person's individual plan. This will include life, work, social skills, accredited training, and recreational activities. The Support Worker is responsible for implementing, reviewing and progressing the outcomes for individuals and working to the schedules as directed. The Support Worker also has responsibility for assisting the person we support with their personal care (clothing, feeding, toileting and general hygiene).

### **Main Responsibilities**

- To assist in the delivery of supports to individuals and groups as directed.
- To be aware of the individuality of each person we support i.e. their interests, likes/dislikes, abilities, and their means of communication.
- To at all times treat the people we support with dignity and respect.
- To promote a friendly and supportive environment in the workplace.
- To be aware of the ability level of each person we support and actively encourage as much independence as possible.
- To provide the highest possible standard of care in all areas and develop a caring relationship with each person you support.
- To support people with intimate and personal care needs where appropriate. (i.e. clothing, feeding, toileting and general hygiene).
- To report all accidents, incidents and complaints as per CoAction policies and procedures.
- To maintain records as directed.
- To be an active advocate for the people we support.
- To be involved in supporting recreational activities and hobbies including swimming, outings and Special Olympics.
- To ensure that confidentiality is maintained at all times.
- To work as part of a team and maintain regular communication with other relevant staff as required.
- To assist in the maintenance and upkeep of the workplace.
- To be familiar with all of CoAction's policies and procedures.

- To be familiar with relevant legislation and Government policy including New Directions, Safeguarding Vulnerable Adults Policy HIQA, Health Safety & Welfare at Work Act, and carry out any actions required.
- To wear protective clothing and use protective machinery where required.
- To report any defective / faulty equipment.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.
- To comply with the dress code as directed by the Area Manager.
- To attend to families and other visitors to the service centre in a professional manner.
- To follow cash handling procedures as set out in relevant policies.
- To supervise meals together with other staff.
- To carry out escort duties as required.
- To drive Company vehicles as required.
- To develop relevant skills and abilities by taking part in training courses.
- To work as part of a cohesive team where work may be of a flexible nature, including a requirement to work evenings and weekends.