



*CoAction West Cork provides quality services to support children and adults with an intellectual disability, and children with autism.*

**Home Support Worker x 2**  
**Castletownbere Area**  
**(Specific Purpose Contract)**

We are looking for Home Support Workers in the Castletownbere area to look after children in their own home or community

For full position details and job description or for details on submitting an application please visit our website

[www.coaction.ie](http://www.coaction.ie) or you can email [hadmin@coaction.ie](mailto:hadmin@coaction.ie)

Closing date for receipt of applications:

Friday 13<sup>th</sup> August 2021

CoAction West Cork is an equal opportunity employer

<b>Job Description</b>
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<b>Home support Worker</b>
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**Responsible to:** Community Nurse

**Base:** Child using our services own home

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 the Director of services/CEO or designated Line manager, you will be given as much notice of such changes as possible.

### **Overall Purpose of Position**

To provide additional support to the family of a child or adult with learning disabilities. To liaise and work in partnership with the families to provide a high level of care and support for the service user. To encourage the integration of children with the local community as appropriate. The support can be given in many ways. The main responsibilities are outlined below however support needs may vary with individual who use our services

### **Main Responsibilities**

- To provide an agreed level of support to the child and family.
- To treat all people that use our services and their families with the utmost respect in line with CoAction's ethos.
- To engage in an individual training and induction period with the child and family to familiarise yourself with the child's and family's needs and allow them to get to know you.
- To implement home based teaching programmes. These programmes will be initiated by the community worker, speech and language therapist, physiotherapist or psychologist. Training support and supervision will be given to assist in the implementation of the programme.
- To accompany the child on outings as agreed with the family.
- To assist the child to integrate into a local playgroup or recreational activity within the community.
- To ensure the physical safety of the child at all time.
- Assisting other family members to attend outside events and/or spend individual time with their family.
- Providing support to the family at specific time e.g. assistance during meal times.

- Providing support and companionship to adults who don't receive any full time service.
- To attend staff meetings and training events as required.
- To ensure good communication and effective working relationships are developed and maintained with the family.
- To provide accurate verbal reports to the family
- To provide accurate written reports to your manager following each sessions or as agreed.
- To report without delay, an issues in regard to child/family welfare to your manager and/or designated person
- To record any health and safety incidents or accidents in the incident/accident report form and submit to your manager without delay.
- To ensure that confidentiality is maintained at all times. All records and information must remain strictly confidential, and all necessary measures must be taken to ensure that this confidentiality is protected.
- To be fully informed and adhere to all CoAction Policies and Procedures.
- To adhere to Health and Safety guidelines as outlines in CoAction Health and Safety Policies

<b>Person Specification</b>
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**Position Title:       Home Support Worker**

**Based:                   Clonakilty, Bantry, Skibbereen, Rosscarbery**

**Reports To:           Clinical Nurse Specialist**

**Overall Position Purpose:**

The role of the Support Worker is to provide additional support to the family of a child or adult with learning disabilities. The support can be given in many ways. The main responsibilities are outlined below however support needs may vary with individual clients.

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**Essential Qualifications**

**Desirable Qualifications**

<p><b>A qualification is not essential</b></p>	<p><b>A qualification in Child Care, Social Studies, or Disability Studies is desirable.</b></p>
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**Essential Skills**

**Desirable Skills**

<p><b>Initiative</b>  <b>Excellent communication skills</b>  <b>Caring skills</b>  <b>Organisation skills</b>  <b>Patience</b>  <b>Team Worker</b></p>	<p><b>Art and Craft skills</b></p>
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**Essential Experience**

**Desired Experience**

<p><b>Previous caring experience is required.</b>  <b>This can include working with children, working with children /adults with special needs/intellectual disabilities or working with the elderly.</b></p>	<p><b>Previous experience of working with children and families in the area of Intellectual Disability and/or special needs would be a distinct advantage.</b></p>
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**Key Competencies (i.e. what are the key skills that are required to do this job)**

- 1 Caring nature**
- 2 Good communication skills**
- 3 Reliability**
- 4 Use of Initiative**
- 5 Team Worker**