



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

## **Instructor**

**Bantry Adults Services – 30 hours per week**

**Permanent Contract**

We are looking for an Instructor in Bantry Adults Services, it is a Permanent Contract for 30 hours per week (Monday to Friday)

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 6<sup>th</sup> August 2021**

CoAction West Cork is an equal opportunity employer

## Job Description

### Instructor

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. It is CoAction's policy to review job descriptions on a regular basis.

**Reporting to:** The Area Manager

**Base:** Bantry

#### Overall Purpose of Position

The aim of the adult training and employment programmes within the Training and Employment Centre is to develop a range of practical and training skills with a view towards increasing innovation, independence and a sense of achievement for service users. The programmes contain vocational training and social and recreational activities. The Instructor of a programme is responsible for planning, developing, implementing and reviewing the specified programme and associated work schedules within the training and Employment Centre in line with the ethos of the organisation and in consultation with team members.

#### Main Responsibilities

- To provide instruction and training in the activities of the Training and Employment Centre as agreed by the Area Manager or other designated person.
- To provide variety in programme activities which facilitate individuality within the programme group.
- To use initiative, imagination and creativity in implementing programmes.
- To assist and support the group when required but to aim to encourage independence and initiative in the service users.
- To ensure that confidentiality is maintained at all times, respecting the dignity and welfare of service users and their families /carers.
- To know each service user personally and to listen to and help service users with their problems and concerns if needed.
- To make suggestions on existing and future training and care programmes.
- To guide care assistants working with you on your programme sharing relevant service user information.

- To monitor group attendance, timekeeping, behaviour and participation in the programme activities and to review programme activities accordingly.
- To prepare reports as required.
- To attend meetings appropriate to your role as an Instructor.
- To liaise with other Instructors within CoAction, and from other agencies where appropriate.
- To monitor and discuss service users progress with other staff i.e the multi disciplinary team, and to keep such records as may be required by the Area Manager. To attend activation programmes when required.
- To hold regular reviews with the programme group in order to ensure participants gain maximum benefit from the programme.
- To acquire various resource materials as appropriate.
- To assist in the personal care of service users where appropriate. (i.e clothing, feeding, toileting and general hygiene)
- To prepare service users for their work experience placements in conjunction with other staff to ensure they get maximum benefit from same.
- To attend parent meetings if required. Such meetings may be held outside working hours.
- To supervise meals together with other staff and to assist in recreational activities as required.
- To work as part of a cohesive team where work may be of a flexible nature.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.
- To be familiar with CoAction's policies and procedures.
- To be familiar with Health and Safety regulations and policies and to carry out any tasks or safety measures that may be laid down.
- To ensure safety and safe working conditions in the workplace.
- To develop relevant skills and abilities by taking part in training courses.
- To report all incident/accidents and summon appropriate aid immediately.
- To ensure the group wear protective clothing and use protective machinery where required.
- To ensure the programme workplace area is left in a clean and tidy state at the end of the activity, ensuring high standards of health and safety are maintained.
- To maintain standards of hygiene when handling, serving, or storing food.
- To report any defective /faulty equipment.
- To ensure the group are trained fully in the use of any relevant machinery or tools and to ensure the group have health and safety awareness.
- To monitor stock levels and maintain up to date stock records as appropriate.
- To supply high quality goods or services as deemed appropriate.
- To display and/or promote goods or services as appropriate and to record all sales and issue receipts if appropriate.

- To follow cash handling procedures as determined by the area manager and/ or the accounts department
- To attend to parents and other visitors to the Training and Employment centre with courtesy, tact and consideration.
- To drive Company vehicles as required.
- To act as Key Worker to individual service users where agreed by facilitating person centered plans (PCP) on an ongoing basis.

<b>Person Specification</b>
-----------------------------

**Position Title:**                      **Instructor**

**Based:**                                  **Training and Employment Centre**

**Reports To:**                        **Area Manager**

**Overall Position Purpose:**

The aim of the adult training and employment programmes within the Training and Employment Centre is to develop a range of practical and training skills with a view towards increasing innovation, independence and a sense of achievement for service users. The programmes contain vocational training and social and recreational activities. The Instructor of a programme is responsible for planning, developing, implementing and reviewing the specified programme and associated work schedules within the training and Employment Centre in line with the ethos of the organisation and in consultation with team members.

**Essential Qualifications**

**Desirable Qualifications**

<p><b>A relevant qualification as follows:</b></p> <ul style="list-style-type: none"> <li>● <b>A Diploma or Degree in Social Care, Social Studies, Social Sciences, Disability Studies, Learning Disabilities (HETAC qualifications) or</b></li> <li>● <b>RNID or</b></li> <li>● <b>A 3<sup>rd</sup> level Teaching/Training qualification</b></li> <li>● <b>Valid Irish Driving Licence</b></li> </ul>	<p><b>A relevant qualification in the specified programme identified.</b></p> <p><b>First Aider</b></p> <p><b>Health and Safety qualification</b></p>
---	---

**Essential Skills**

**Desirable Skills**

<b>Good Communication skills.</b>	<b>Report Writing</b>
<b>Good Interpersonal Skills</b>	<b>Training Staff</b>
<b>Team Worker</b>	<b>Working with Families</b>
<b>Caring Skills</b>	<b>Working in a horticultural environment</b>
<b>Empowering</b>	<b>Working in a Catering Environment</b>
<b>Teaching/ Training</b>	<b>Working in an Art/Craft/Pottery environment</b>
<b>Advocacy</b>	
<b>Supervision of Staff/managing behaviour</b>	

**Essential Experience**

**Desired Experience**

<b>2 years experience in working with people with special needs/ a learning disability in a training setting.</b>	<b>Experience working with craft and craft materials.</b>
<b>Experience of working within a team.</b>	<b>Previous catering experience</b>
	<b>Previous horticultural experience</b>

**Key Competencies (i.e what are the key skills that are required to do this job)**

- 1 Teaching/ Training people with a learning disability
- 2 Caring
- 3 Empowering
- 4 Team Work
- 5 Staff Supervision
- 6 Report Writing