

## **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 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:** Social Care Leader/ Social Care Worker  
**Base:** CoAction Services

#### **Overall Purpose of Position**

The aim of the adult services training and employment programmes within the Centre is to develop a range of practical and training skills with a view towards increasing innovation, independence and a sense of achievement for the people that use our services. The programmes contain vocational training and social and recreational activities. The role of the Support Worker is to assist the Instructor and/or The Social Care Leader in the planning, developing, implementing and reviewing specified programmes in line with the ethos of the organisation. The Support Worker also has responsibility for supporting the person that avail of our services with their personal care (clothing, feeding, toileting and general hygiene).

#### **Main Responsibilities**

- To be aware of the individuality of each person i.e. their interests, likes/dislikes, abilities, and their means of communication.
- To at all times treat the person that use our service with dignity and respect.
- To promote a friendly and supportive environment in the training and employment centre/group home.
- To be aware of the ability level of each person and actively encourage greater independence.
- To provide the highest possible standard of care at all areas and develop a caring relationship with each person that use our service.
- In as far as possible to incorporate that person's interests into the daily programme.
- To assist in the personal care of people using our services where appropriate. (i.e. clothing, feeding, toileting and general hygiene)
- To report all accidents, incidents and complaints in the appropriate manner.
- To be an active advocate for the people using our service.
- To be involved in recreational activities and hobbies.

- To ensure that confidentiality is maintained at all times.
- To assist with recreational activities i.e. outings, Special Olympics, etc.
- To work as part of a multi-disciplinary team within the ethos of the organisation.
- To liaise with other relevant staff.
- To assist in the maintenance of the adult services centre / group home.
- 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 ensure the group wear protective clothing and use protective machinery where required.
- 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 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 attend to parents and other visitors to the Adult Services centre with courtesy, tact and consideration.
- To follow cash handling procedures as determined by the manager and/ or the accounts department
- To supervise meals together with other staff and to assist in recreational activities as required. 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.

## Person Specification

**Position Title:** Support Worker  
**Based:** CoAction Services  
**Reports To:** Social Care Leader/ Social Care Worker

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### Overall Position Purpose:

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).

### Essential Qualifications/Experience

### Desirable Qualifications/Experience

<p>QQI (FETAC) level 5 in Healthcare or an equivalent qualification.</p> <p>A Full Clean Irish Drivers Licence for manual vehicles</p>	<ul style="list-style-type: none"><li>• A relevant qualification in Learning Disabilities, Social Studies, Social Sciences, Nursing, or Childcare</li><li>• Previous experience of working with people with an intellectual disability and / or autism</li><li>• Previous experience of supporting people with behaviours that challenge</li><li>• MAPA or CPI Training</li><li>• First Aid training</li><li>• Experience of working with arts, crafts, pottery, gardening and cooking</li></ul>
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### Essential Skills

### Desirable Skills

<ul style="list-style-type: none"><li>• Effective communication skills, verbal and written</li><li>• Basic IT skills including typing and using Microsoft word.</li><li>• Team player and initiative</li><li>• Advocacy skills</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with arts, crafts, cooking and gardening.</li><li>• The ability to support people with positive behaviour support plans</li></ul>
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<ul style="list-style-type: none"><li>• The ability to support people with intimate and personal care needs.</li></ul>	<ul style="list-style-type: none"><li>• The ability to support people with identified physiotherapy and / or occupational therapy needs</li></ul>
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**Key Competencies (i.e. what are the key skills that are required to do this job)**

1. The ability to build positive relationships with the people we support
2. The ability to carry out intimate and personal care
3. Effective communication skills both verbal and written / IT
4. Ability to work well within a team and the ability to work on your own initiative.
5. Advocacy Skills