

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

**Support Worker
Clonakilty Adult Day Services
Specific Purpose Contract
35 hours per week**

CoAction West Cork are looking for a Support Worker to fill a Specific Purpose contract in Clonakilty Adults Day Services – 35 hours per week.

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

www.coaction.ie or you can email closul@coaction.ie

Closing date for receipt of applications:

Monday the 27th of June 2022

CoAction West Cork is an equal opportunity employer

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: Hub Manager/Service Coordinator

Base: Adult Day 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.

Essential Qualifications/Experience

- QQI (FETAC) level 5 in Healthcare or an equivalent qualification.
- A Full Clean Irish Drivers License for manual vehicles

Desirable Qualifications/Experience

- A relevant qualification in Learning Disabilities, Social Studies, Social Sciences, Nursing, or Childcare
- Previous experience of working with people with an intellectual disability and / or autism
- Previous experience of supporting people with behaviours that challenge
- MAPA or CPI Training
- First Aid training
- Experience of working with arts, crafts, pottery, gardening and cooking

Essential Skills

- Effective communication skills, verbal and written
- Basic IT skills including typing and using Microsoft word.
- Team player and initiative
- Advocacy skills
- The ability to support people with intimate and personal care needs.

Desirable Skills

- Experience of working with arts, crafts, cooking and gardening.
- The ability to support people with positive behaviour support plans

- The ability to support people with identified physiotherapy and / or occupational therapy needs

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