

## Person Specification

**Position Title:** Social Care Worker

**Based:** Group Home

**Reports To:** Social Care Leader and Area Manager

**Overall Position Purpose:** To take responsibility for the day to day activities in the group home. To assist the social care leader in the responsibility for health and safety, programme developments, personal care plans, budget management, staff planning, staff support and family liaison.

### Essential Qualifications

A recognised qualification that involves a third level supervised practice element to the course.

**or**

A recognised professional qualification for Social Care, outlined as follows;

Youth and Community Degree

BA & Hdip

NQSW/BSW/MSW

Nursing Qualification (RGN/RNID/ENMH)

i.e.:

HETAC/DIT/(UCC) Diploma in Social Care

HETAC/DIT National Diploma in Applied Social Studies

HETAC/DIT National Diploma in Childcare

DIT Diploma in Applied Social Care

National Diploma in Applied Social Studies (Disabilities),

The Open Training College, (HETAC) accredited.

Registered Nurse Intellectual Disability (RNID)

RNMH qualification is also recognised under the above guidelines.

Driving licence is essential. (If not access to a driver, however places may be limited in company vehicle thus one driver being the SCW is required)

### Desirable Qualifications

### Essential Skills

Interpersonal skills,  
 Ability to relate to people with intellectual disabilities,  
 Flexibility,  
 Willingness to learn  
 Ability to work on own initiative  
 Knowledge of advocacy and practical application.  
 Ability to write reports  
 Computer literacy

### Desirable Skills



Good communications skills Leadership ability	
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**Essential Experience**

**Desired Experience**

Applicants should have a minimum of 12 months experience working in a residential setting with Adults with an intellectual disability. Good working knowledge of HIQA Supervisory experience Budgetary experience Intimate Care/personal care Record keeping	<b>Experience of working with the HIQA Regulations.</b> <b>Experience of HIQA inspections</b>
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## Job Description

### Social Care Worker

**Responsible to:** Social Care Leader and Area Manager

The following description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. Duties may be altered or amended to suit the changing needs of our clients. Staff will be consulted regarding any such changes. It is our policy to review job descriptions on an on-going basis.

### Overall Purpose of Position

To take responsibility for the day-to-day activities in the group home. To assist the social care leader in the responsibility for health and safety, programme implementation, personal care plans, budget management, staff planning, staff support and family liaison.

### **JOB GOAL:**

**To listen to, learn from, support and work to achieve the priorities of the residents in compliance With the National Standards for Residential Services Children & Adults with Disabilities 2013- [(Health Care Act 2007 (Care and support of residences in designated centres for persons (Children& Adults)with disabilities) regulations 2013. To provide them with a home-from-home in accordance with the Coaction's Mission Statement “**

### Main Responsibilities

- Care for the day to day needs of the residents in compliance with the Health Care Act 2007 (Care and support of residents in designated centres for persons (Children and Adults) with disabilities) regulations 2013 and the Provision of the Childcare Act 1991 and all relevant regulations and standards that apply to Children in care.
- To contribute to the promotion, creation and maintenance of a welcoming, caring and supportive environment in the Group Home ensuring a high standard of care is delivered.
- To at all times treat the residents of the Group Home with dignity and respect.
- To be attentive to the physical and emotional needs of the people we support.
- To encourage group participation in the day- to- day running of the house. i.e cleaning, budgeting, cooking, menu planning, shopping, recreation activities.
- To contribute to the provision of a programme of stimulating activities for all the residents and to assist the people who use the service in developing recreation activities and hobbies.
- To escort and assist on group outings arranged.
- To ensure the residents are not subjected to any forms of abuse and in particular, to ensure they are not subject to bullying or the threat of bullying.
- To implement agreed service user programmes in liaison with the social care leader
- To ensure that all relevant records within the house are maintained to a high standard
- To share in those duties, which are essential to the maintenance of hygiene, and to undertake domestic duties required to maintain the house in a clean and tidy condition.
- Under the guidance of the Social Care Leader/Area Manager to maintain good relationships with the clients families and other professionals.
- To participate in staff meetings.
- To ensure that health and safety guidelines are adhered to at all times.
- To ensure that all accidents/ incidents and complaints are reported and appropriately dealt with in line with CoAction's policies and procedures.

- To keep the social care leader/area manager informed of all matters relating to the residents welfare through regular reports and oral communication.
- To be alert to any possible danger, either from defects in premises or equipment, to address and bring to the notice of the social care leader/area manager.
- In the event of any immediate danger, to take appropriate action to reduce the risk of physical injury.
- To develop relevant skills and abilities by taking part in training courses open to you.
- To deliver induction and training to residential staff as agreed with the Social Care Leader/Area Manager.
- To carry out day-to-day supervision of staff reporting to you.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.
- To ensure that all policies are adhered to at all times.
- Whilst acknowledging the need for the professional sharing of information within the team, you are required to have strict regard to confidentiality within the team.
- To carry out other duties which may be agreed from time to time in discussion with the Social Care Leader/Area Manager.
- Teaching daily living & social skills to the residents
- To administer and record prescribed medication to residents.
- To be an active member of the day/residential team and attend meetings/case conferences etc. as required.

### **HEALTH & SAFETY**

- To be aware of and practice the correct use of all aids and appliances e.g. Hoists.
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each area.
- Make oneself aware of the organisations duties and the employee duties under the Safety, Health and Welfare at work Act 2005.
- Report faulty equipment and fittings to the Person in Charge, Staff Nurse/Supervisor.
- To ensure adequate knowledge of emergency actions and plans.
- To ensure fire and safety precautions are implemented and maintained

### **LEADERSHIP**

- Under the direction of the Social Care Leader/Area Manager, the Social Care Worker will manage, develop and support staff individually and as a team including induction, supervisory support and training in line with CoAction practices and the Health Care Act 2007 (Care and support of residents in designated centres for persons (Children and Adults) with disabilities) regulations 2013 and the Provision of the Childcare Act 1991 and all relevant regulations and standards that apply to Children in care as and when required.
- To take an active role in the co-ordination and development of individual plans in order to meet the needs of the people we support.
- Hold supervision meeting with support staff as directed by the PIC.
- To carry out goal setting and development with support staff.
- Ensure that staff are aware of and adhere to Policies and Procedures.
- To develop and maintain effective communication systems both formal and informal with residents, colleagues, families and stakeholders.

- Promote dignity at work and show respect to residents, colleagues, families and stakeholders in course of duty.
- To ensure that staff establish and maintain relationships with the residents which are based on respect and equality and promote their independence.
- To embrace advocacy in the delivery of person centered care.
- To ensure that complaints received are dealt with in accordance with the complaints policy.

### **Particulars of Post**

- The salary for this position is in line with the Health Service Executive's Social Care Worker scale.