



CoAction
EMPOWER • SUPPORT • CARE

CoAction West Cork provides quality services to support children and adults with an intellectual disability and autism. We aim to support people to develop their unique personal gifts, strengths and talents and to live their own lives in the way that they choose.

**Relief Support Workers
Based in Skibbereen
Hours as required
1 year Fixed Term Contract**

Application forms and details can be downloaded from www.coaction.ie

Forms are also available from: The HR Department, CoAction, Slip, Bantry, Co. Cork.
Tel: 027 501 14, Email: hr@coaction.ie

To apply please submit

1.A cover letter

2.Your CV and 3 references

3.CoAction application form

Post your application to HR Department, CoAction West Cork, Slip, Bantry. Co. Cork

Incomplete applications will not be considered.

Closing date for receipt of applications:

Friday 1st December 2017

CoAction West Cork is an equal opportunities employer

Person Specification

Position Title: Support Worker
Based: CoAction Adult Services
Reports To: Area Manager/Co-ordinator

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

FETAC level 5 in Healthcare or an equivalent qualification.

Or

Minimum 2 years experience of working in a support setting

A Full Clean Irish Drivers Licence

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

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 Management. 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.

Responsible to: Area Manager/Service Co-ordinator

Base: Adult Services

Overall Purpose of Position

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).

Main Responsibilities

- To assist in the delivery of supports to individuals and groups as directed.
- To be aware of the individuality of each person we support i.e. their interests, likes/dislikes, abilities, and their means of communication.
- To at all times treat the people we support with dignity and respect.
- To promote a friendly and supportive environment in the workplace.
- To be aware of the ability level of each person we support and actively encourage as much independence as possible.
- To provide the highest possible standard of care in all areas and develop a caring relationship with each person you support.
- To support people with intimate and personal care needs where appropriate. (i.e. clothing, feeding, toileting and general hygiene).
- To report all accidents, incidents and complaints as per CoAction policies and procedures.
- To maintain records as directed.
- To be an active advocate for the people we support.
- To be involved in supporting recreational activities and hobbies including swimming, outings and Special Olympics.
- To ensure that confidentiality is maintained at all times.
- To work as part of a team and maintain regular communication with other relevant staff as required.
- To assist in the maintenance and upkeep of the workplace.
- To be familiar with all of CoAction's policies and procedures.

- To be familiar with relevant legislation and Government policy including New Directions, Safeguarding Vulnerable Adults Policy HIQA, Health Safety & Welfare at Work Act, and carry out any actions required.
- To wear protective clothing and use protective machinery where required.
- 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 comply with the dress code as directed by the Area Manager.
- To attend to families and other visitors to the service centre in a professional manner.
- To follow cash handling procedures as set out in relevant policies.
- To supervise meals together with other staff.
- 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.
- To work as part of a cohesive team where work may be of a flexible nature, including a requirement to work evenings and weekends.