



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.

Support Worker

Based in Adult Day Services, Skibbereen
30 hours per week
Specific Purpose Contract
(to cover maternity leave)

Service Co-ordinator

Based in Skibbereen
35 hours per week
Specific Purpose Contract
(to cover maternity leave)

For full position details or details on submitting an application please visit our website:
www.coaction.ie

or for more information please contact

The HR Administrator, Tel: 027 54025 or 027 50114.

Email: hr@coaction.ie

Closing date for receipt of applications:

Friday 17th November 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

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.

Person Specification

Position Title: Service Co-ordinator

Based: Skibbereen

Reports To: Area Manager

Overall Position Purpose: This position is designed to assist the Area Manager in the day to day management of the Adult Services in line with New Directions and the person centred ethos of the organisation. The successful candidate will also deliver specific programmes on a time-tabled basis as agreed with the Area Manager.

Essential Qualifications

- Degree/Diploma in social studies, disability studies or equivalent
- Full, clean driving licence

Desirable Qualifications

- Management Qualification
- FETAC Level 6 Train the Trainer or equivalent or working towards this qualification
- Patient and Manual Handling Cert, Current 1st Aid Cert, Challenging Behaviour Training, Fire Safety Training, Vulnerable Adult Protection Training

Essential Skills

- Strong positive person centred, empowering ethos
- Excellent communication skills – both written and verbal
- Strong Administration/ IT skills, including report writing
- Ability to work within a team
- Caring and supportive attitude
- Ability to remain calm in stressful situations
- Ability to multi-task and prioritise work as required

Desirable Skills

Essential Experience

- Experience of providing FETAC training and evaluation
- At least 1 years experience in working with people with a learning disability in a training setting
- Experience of developing PCP's
- 1 years' experience leading/supervising a team

Desired Experience

Job Description

Service Co-ordinator

Responsible to: The Area Manager

Base: Skibbereen

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 by the Organisation to suit the changing needs of the people we support. Staff will be given as much notice as possible regarding any such changes. It is our policy to review job descriptions on an on-going basis.

Overall Purpose of Position

- To assist the Area Manager in the day to day management of the Adult Services, in line with New Directions and the person centred ethos of the organisation. This will include the organising of out of hours activities as required.
- To deliver specific programmes on a time-tabled basis as agreed with the Area Manager

Main Responsibilities

- To support the Area manager to lead and motivate the staff team to deliver the best possible service to the people we support
- To support the Area Manager and team to work within the 'New Directions' framework
- To deliver programmes or aspects of programmes to people we support in line with agreed timetables and schedules. Ensure that these programmes are reviewed and adjusted as needs evolve and/or on a regular basis and ensure that auditable records are maintained
- In the absence of the Area Manager deal with initial queries, concerns or contact from families or visitors
- To ensure continuity and consistency of service for people we support by facilitating communication and working relationships between the day, residential, respite and family where applicable. Escalate issues of importance to staff in residential services where necessary.
- To maintain an ongoing awareness of the needs of the people we support and make recommendations for service development based on these identified needs, using all available resources.
- With the guidance of the Area Manager review and develop services based on identified Person Centred Plans to provide supports to individuals in line with goals and priorities.
- Ensure adequate records are kept by staff, and compile and complete reports and administration duties as required by the Area Manager for Board/Branch meetings as required.
- Ensure that all relevant aspects of the Medication Management policy are being adhered to.
- Ensure that incidents of behaviour that challenge are handled safely, reported accurately, and reviewed in a timely fashion in line with Behavioural Support plans
- Work with the Area Manager on all transport issues, logs, maintenance issues, servicing, DOE's, NCT on all vehicles, and in drawing up the transport logs and outings on a daily/weekly basis. Co-ordinating transport to and from adult services on a daily basis, and liaising with the necessary transport providers.
- Ensure all individuals are free from abuse of any kind, and ensure that incidences/allegations of abuse are managed in line with the Safeguarding policy

- In consultation with the Area Manager ensure that fire drills are carried out, recorded and reviewed in line with the Fire Safety policy
- Handle complaints/concerns/compliments appropriately, and in line with the Complaints Policy
- To continuously stay abreast of national and international developments in the area of Adult Services, and the overall area of Intellectual Disabilities and Autism.
- To represent CoAction at local area level, developing relationships and strong links with local communities and similar organisations. This may include attending meetings in the absence of the Area Manager E.g. Branch or other meetings as required
- Attend case conferences, multi-disciplinary team, and other meetings as required by the Area Manager.
- In consultation with the Area Manager to ensure that resources for the delivery of services are planned, sourced, deployed and managed with value for money in mind.
- As agreed with the Area Manager carry out duties for the adult day centre staff including: induction (new staff, relief staff, FAS, TUS and students), day to day supervision, co-ordination of staff training and development, staff rostering/staffing levels, organising cover, and escalate where necessary.
- To maintain appropriate staff records and documentation, including annual leave records, timesheets, OWT's, Sick Leave Records, Training, etc.
- To take responsibility for Health and Safety matters, to be aware of and practice the correct use of all aids & appliances e.g. Hoists, ensure all accidents/incidents are reported and documented correctly, on make oneself aware of duties under the Safety, Health and Welfare at work Act 2005, to ensure adequate knowledge of emergency actions and plans,
- In consultation with the Area Manager to develop and manage budgets for the Service Area and approve purchase orders and invoices. Ensure Petty Cash Records are maintained to a high standard.
- To manage the maintenance and repair of the Service area, ensuring buildings are maintained to a high standard.
- To liaise with the multi disciplinary team ensuring that support services are provided to people we support/families as identified and required.
- To attend professional training and development courses as identified and agreed with the Area Manager
- To facilitate clear communication amongst staff, which may include chairing staff meetings as required.
- Opening and closing the centre on a daily basis
- Participate in the On-Call Rota