

Person Specification

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

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 employment, social skills, accredited & informal 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.

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
- Train the trainer FETAC level 6
- MAPA or CPI Training
- First Aid training
- Manual/patient handling training
- Experience of working with arts, crafts, pottery, gardening and cooking

Essential Skills

- Effective communication skills, verbal and written
- Basic IT skills including—Email, internet and word processing
- Team player
- The ability to work on your own 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
- Experience of delivering training sessions
- Experience of facilitating groups.

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 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.
- **Responsible to :** The Instructor/Area Manager and/or The Social Care Leader
- **Base:** The Adult Services Centre and/or The Community

- **Overall Purpose of Position**

- The aim of the adult services training and employment programmes within the Centre and the Community is to develop a range of practical and training skills with a view towards increasing innovation, independence and a sense of achievement for service users. The programmes contain vocational training and social and recreational activities including Speech and Language, Co-ordination – Fine motor/gross motor, Perceptual Development, Sensory integration, Social skills, Independent Living Skills. 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 service users with their personal care (clothing, feeding, toileting and general hygiene).

- **Main Responsibilities**

- To take guidance from your instructor/Social Care Leader in the delivery of programmes
 - To be aware of the individuality of each service user i.e. their interests, likes/dislikes, abilities, and their means of communication.
 - To at all times treat service users with dignity and respect.
 - To promote a friendly and supportive environment in the training centre and in the community.
 - To provide the highest possible standard of care at all areas and develop a caring relationship with each service user.
 - To assist in the personal care of service users 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 service users.
 - To ensure that confidentiality is maintained at all times.
 - 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.
 - To be familiar with CoAction's policies and procedures.
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- 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 safety of supported individuals within the centre and the community at all times.
 - 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 area manager and/ or the accounts department
 - To drive Company vehicles as required.
 - To develop relevant skills and abilities by taking part in training courses.
 - Ability to work within a team and independently and to be motivated and flexible.
 - A knowledge of best practices when supporting individual's with a diagnosis of ASD.
 - Ability to use creative thinking, initiative, problem solving and good decision making skills.
 - To support all individuals with a person centred approach focusing on greater independence.
 - To maintain a happy, stimulating and secure environment for all supported individuals.
 - To maintain a high level of supervision/support at all times.
 - To contribute to the assessment of the needs of individual service users, and to the formation of programmes to meet those needs. These programmes will include educational, social, vocational, physical, life skills and therapeutic activities.
 - To support individuals in these activities.
 - To contribute to the recording and evaluation of these activities.
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