



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.

Social Care Workers
Based in Rosscarbery & Skibbereen
10-20 Hours per Week

Community Support Worker
Based in Castletownbere
Minimum of 7 hours per fortnight

Social Care Workers
Based in Castletownbere
25.5 Hours per Week

Support Worker – A.S.D.
15 Hours per Week
Based in Skibbereen

Training Assistant
24 Hours per week
Based in Bantry

Senior Physiotherapist
29.6 Hours per Week
Based in Bantry/Castletownbere
Maternity Leave Cover

To apply please submit:

- 1. A cover letter**
- 2. Your CV**
- 3. CoAction application form**

An application form can be downloaded from www.coaction.ie

Enquiries and copy of full description contact hradmin@coaction.ie

Closing date for receipt of applications:

September 6th 2018

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

Incomplete applications will not be considered.

CoAction West Cork is an equal opportunities employer.

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

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

Desired Experience

Experience of working with the HIQA Regulations.
Experience of HIQA inspections

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 with 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 for Children & Adults with Disabilities 2013, Health Care Act 2007 (Care and support of residents in designated centres for persons (children and adults) with disabilities). To provide the residents with a home from home in accordance with 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 arranged group outings.
- 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 Foundation's 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/Nurse, the Social Care Worker will manage, develop and support staff individually and as a team including induction, supervisory support and training in line with the organisation's 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 CoAction's 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 centred care.
- To ensure that complaints received are dealt with in accordance with the organisations complaints policy.

Particulars of Post

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

Person Specification

Position Title: Community 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.

Minimum 1- 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
- Previous experience supporting individuals in the community an advantage

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.
- Flexible working environment dependent on individual support 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
- Ability to support people within their own home

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

Community 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 Community 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 Community Support Worker is responsible for implementing, reviewing and progressing the outcomes for individuals and working to the schedules as directed. The Community Support Worker also has responsibility for assisting the person we support with their personal care (clothing, feeding, toileting and general hygiene). The Community Support Worker supports the individual in a semi-independent home setting to support life-skills development. Emphasis is placed on promoting autonomy within each individuals home.

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/home 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.
- Flexible working hours dependent on the support needs of the individual

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;

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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

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

Desired Experience

Experience of working with the HIQA Regulations.
Experience of HIQA inspections

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 with 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 for Children & Adults with Disabilities 2013, Health Care Act 2007 (Care and support of residents in designated centres for persons (children and adults) with disabilities). To provide the residents with a home from home in accordance with 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 arranged group outings.
- 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 Foundation's 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/Nurse, the Social Care Worker will manage, develop and support staff individually and as a team including induction, supervisory support and training in line with the organisation's 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 CoAction's 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 centred care.
- To ensure that complaints received are dealt with in accordance with the organisations complaints policy.

Particulars of Post

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

Person Specification

Position Title: Autism Support Services Coordinator

Based: Skibbereen: coordinating services across West Cork

Reports To: CoAction Area Manager

Overall Position Purpose:

The Coordinator's role is to establish and run an individualised, responsive service for adults with autism in West Cork. This service is shaped by the unique and individual needs of each person accessing the service and therefore are community, home and centre based.

The Coordinator is responsible for overseeing the performance of staff within the service and providing training and supervision to staff. The Coordinator is responsible for the logistical aspects of the running of this service.

The Coordinator is responsible for insuring each person accessing the service has a current and relevant Personal Progression Plan that meets his or her real and directly assessed needs.

Essential Qualifications

- Third level qualification in education, psychology or other relevant third level qualification

Desirable Qualifications

- Certification in ABA (Applied Behaviour Analysis)

Essential Skills

- Leadership and Supervision: proven ability in leading a team of staff and supervising their day to day performance
- Coordinating Services: proven ability to organise and coordinate a service.
- Planning and organisational skills including the ability to manage cases and prioritise multiple caseloads.
- Personal planning for individuals: skilled in directly assessing individual learning and support needs, working with families, designing learning programmes
- Knowledge of and proficiency with learning and support strategies associated with autism
- An understanding of the philosophy and practices of 'New Directions'
- IT proficiency
- Excellent communication, correspondence and report writing skills.
- Ability to work both within a team and independently.
- Ability to use initiative, problem solving and decision making skills.
- Demonstrate diplomacy, discretion and an ability to negotiate.
- Demonstrate resource management skills.

Desirable Skills

- Positive behaviour support planning
- Have a well-developed understanding of 'individual planning' practices
- Excellent overview of the health sector and proficient knowledge of the local service sector

Essential Experience

- Leading a team or Coordinating a service within the education or disability sector – minimum of two years experience
- Designing and implementing individual support and learning plans for adults or children with autism and or intellectual disabilities – minimum of two years' experience
- Experience in implementing change

Desired Experience

- Staff skills training
- Experience within an evidence based educational setting for children or adults with autism
- Experience running ABA programmes
- Experience developing and implementing a Behaviour Support Plan using Positive Behaviour Support
- Detailed knowledge and experience of working with relevant HSE or voluntary sector services

Other requirements specific to the post

- Access to own transport arrangement is required
- Satisfactory Garda Clearance will be sought if not already on file.

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: ASD Co-ordinator
Base: The Adult Services Centre and/or The Group Home

Overall Purpose of Position

The aim of the adult services training and employment programmes within the Centre and the Group Homes 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. 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 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 and employment centre/group home.
- To be aware of the ability level of each adult service user and actively encourage greater independence.
- To provide the highest possible standard of care at all areas and develop a caring relationship with each service user.
- In as far as possible to incorporate service user interests into the daily programme.
- 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 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 area 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.

Person Specification

Position Title: Senior Physiotherapist
Based: Bantry
Reports To: Head of Service

Overall Position Purpose:

To be responsible for the provision of a high quality person-centred Physiotherapy service in assessing and devising management programmes for a complex paediatric caseload within WCCDS and an adult caseload within CoAction. Also partake in other clinical and educational duties as assigned.

Essential Qualifications

Desirable Qualifications

Bachelor of Physiotherapy (Hons.) or B.Sc Physiotherapy (Hons) degree or equivalent	Msc or Post-Grad qualification in Physiotherapy Bobath or NDT training Postural Management Training
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Essential Skills & Abilities

Desirable Skills

Sufficient clinical knowledge and evidence based practice to undertake the duties of the post. Effective interpersonal / communication skills and the ability to collaborate with colleagues. Leadership skills and ability to work as part of a multidisciplinary team. Ability to lead and be innovative in service provision including planning, developing and implementing changes in Physiotherapy practice or service. Evidence of contributing to own CPD. Ability to integrate evidence into practice. Demonstrate a quality focus and commitment to quality within Physiotherapy practice. Demonstrate the ability to supervise junior staff / Physiotherapy assistant / student(s). Effective organisational and time management skills Flexible approach to working time to support service delivery A positive attitude & the ability to be solutions focused	Experience being a lead Physiotherapist in a Paediatric or Adult Service Experience of incorporating evidence based practice into clinical work Experience of using Software to document clinical notes
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Essential Experience

Desired Experience

3 years Post Qualification experience, some of which must be in the provision of paediatric and adults with a complex caseload Previous experience of supporting people with an Intellectual Disability/Autism/Acquired Disability	Experience in the ID/Autism Sector Management of a complex neurological and/or orthopaedic caseload Worked closely within a multi-disciplinary team
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Job Description

Senior Physiotherapist: Base Bantry, covering other areas as required by Head of Service

Responsible to: Head of Physiotherapy Service within CoAction

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

Provision of a high standard Physiotherapy service as part of the West Cork Child Development Services in Bantry/Castletownbere working with a complex paediatric caseload. Also work within CoAction Adult services treating an adult caseload with Intellectual and/or Physical disability. To be responsible for the provision of a high quality person-centred Physiotherapy service in assessing and devising management programmes for a complex paediatric caseload within WCCDS and an adult caseload within CoAction. Also partake in other clinical and educational duties as assigned.

Main Responsibilities

- Be responsible for assessment, planning, implementation and review of treatment / intervention programmes for Paediatric caseload within WCCDS and CoAction.
- Manage workload in accordance with the needs of the post.
- Collaborate with service users, family, carers, multi-disciplinary team, network physiotherapists, management team other staff as appropriate in treatment / intervention, planning and provision of services in a coordinated way.
- To be a lead in the provision a Physiotherapy service in WCCDS and CoAction.
- Collaborate with MDT in assessing, planning and coordinating interventions to children and adults with varying needs.
- Maintain clinical records in accordance with local and Professional guidelines. Become aware of using software for clinical documentation purposes.
- Communicate verbally and / or in writing results of assessments, treatment / intervention programmes and recommendations to the team and relevant others in accordance with service policy
- Attend clinics, initial team assessments, team meetings, case conferences, etc. as required and at varied locations.
- Support families and appropriate care staff in varying settings in providing a Physiotherapy service.
- Arrange and carry out duties in a timely manner within settings appropriate to service users needs and in line with local policy / guidelines.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- To record and collate statistics to reflect work undertaken and provide data as required by the Head of Physiotherapy.
- Operate within the rules of Professional Conduct as assigned by the Irish Society of Chartered Physiotherapy
- **EDUCATION AND TRAINING**
- Participate in mandatory training programmes.

- Participate in continuing professional development including in-service training, attending conferences / courses relevant to practice.
- Participate in clinical supervision sessions as required and performance review as arranged by the Head of Physiotherapy.
- Supervise Physiotherapy students in conjunction with the Practice Tutor as required.
- **SERVICE AND STANDARDS**
- Set and maintain a high standard of clinical/non-clinical practice within clinic and various community settings.
- Keep abreast of research and practice developments in relevant clinical/non-clinical areas by attending seminars, conferences and post graduate courses and maintain clinical/other relevant competencies.
- Ensure that privacy and dignity of the patient is respected at all times.
- Be instrumental in the development, application and implementation of policies and clinical standards of practice relating to complex paediatric and adult caseloads.
- Ensure compliance with departmental policies such as the data collection system, current administrative procedures and health and safety guidelines.
- Contribute to forward planning and the development of Physiotherapy services within WCCDS and CoAction.
- Participate in a performance review process with line manager and be responsible for the performance review of junior or Physiotherapy assistant staff when required.
- Undertake other responsibilities as are agreed from time to time with the Head of Physiotherapy or other such person to whom he/she may be accountable. To be an active member of the day/residential team and attend meetings/case conferences etc. as required.

HEALTH & SAFETY

- Be familiar with and comply with Health and Safety Regulations & Protocols, relevant Safety Statement, professional guidelines and Core Standards of Practice.
- To collaborate with the Head of Physiotherapy by contributing to risk assessments and Safety statement for the Physiotherapy Department.
- To be responsible for ensuring the general safety and maintenance of any equipment supplied for the fulfilment of his/her duties.
- To report immediately to the Head of Physiotherapy any defect in equipment or the environment that may be hazardous.
- To document all accidents, incidents and potential hazards immediately and report them to the Head of Physiotherapy.
- Employees must attend fire lectures and must observe fire orders.
- Must be aware of and adhere to legislation concerning:-
 - Health and Safety
 - Freedom of Information Act 1997
 - Childcare Act
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each area.
- To ensure adequate knowledge of emergency actions and plans.