



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 Worker
1 Year Fixed Term Contract
Based in Bantry
Week-end Shifts

Home Support Workers
Based in Clonakilty and Dunmanway, Rosscarbery and Skibbereen
Specific Purpose Contracts

Saturday Club Assistants
Based in Dunmanway and Castletownbere
Specific Purpose Contract

Basic Grade Physiotherapist
10 hours per week
Based in Bantry
Specific Purpose Contract

For full position details and the application procedure please visit our website:

www.coaction.ie

or for more information please contact

HR Administrator Tel: 027 50114.

Email: hr@coaction.ie

Closing date for receipt of applications:

Friday February 15th 2018

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
 Good communications skills
 Leadership ability

Desirable Skills

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: Home Support worker

Reports to: Clinical Nurse Specialist

Location: Child's Home, Preschool, Community.

Overall Position Purpose:

As a Home Support Worker, you will provide support to a child with additional needs. To encourage, promote and facilitate integration to the child in their home and in their local community. This involves ensuring the safe and effective care of the child as well as encouraging them to reach their full potential.

Essential Qualifications/Experience

FETAC level 5 in Healthcare or an equivalent qualification.

Or

Minimum 2 years experience of working in a support setting

Desirable Qualifications/Experience

A relevant qualification in: Learning Disabilities, Social Studies, Social Sciences, Nursing, or Childcare.

Challenging Behaviour training

First Aid

Experience of working in the area of intellectual disability would be a distinct advantage.

Essential Skills

Communicate effectively with a range of stakeholders.
 Basic IT skills including email, internet and online client information systems.
 Excellent observation and recording skills.
 Team worker.
 A positive attitude and self motivation skills
 The ability to carry out intimate and personal care with children who have high support needs.
 The ability to follow postural management/physiotherapy/speech & language therapy programmes

Desirable Skills

Key Competencies (i.e. what are the key skills that are required to do this job)

- 1 The ability to carry out intimate and personal care.**
- 2 Excellent observation and recording skills.**
- 3 Ability to work on your own initiative well within a team.**
- 4 The ability to adhere to care plans and to report on their effectiveness.**
- 5 Positive, patient attitude.**

Job Description

Home Support Worker – Children’s services

Responsible to: Clinical Nurse Specialist

Base: Children’s Home, Community.

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 organisation. 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 provide additional support to a child who is enrolled in the WCCDS services. To encourage, promote and support the child in their own home and facilitate integration in to their local community. The main responsibilities are outlined below however support may vary with individual children’s needs and these are subject to review.

Main Responsibilities

- Home support workers are employed by CoAction to support a child in their own home and therefore the main duties and responsibility are to that child. The Clinical Nurse Specialist is the line manager for all support workers.
 - The hours appointed by the Clinical Nurse Specialist are particular to that child in their own home or community.
 - The role of the Home Support Worker is to meet the individual needs of the child they support, with particular focus on the child’s care needs, physical, health and safety issues.
 - To treat all children and families with the utmost respect in line with CoAction’s ethos.
 - To be attentive to the physical needs of the service users in the delivery of personal and intimate care.
 - To encourage participation in the day- to- day activities in their home.
 - To contribute to the provision of a programme of stimulating activities for the child and to assist the child in developing recreation activities and hobbies.
 - To escort and assist on social outings in their local community
 - To ensure the child is 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 programmes with the CNS.
 - Under the guidance of the CNS to maintain good relationships with the child’s family and other professionals.
-

- To ensure that health and safety guidelines are adhered to at all times.
- To keep the CNS informed of all matters relating to the child's welfare through regular communication.
- To develop relevant skills and abilities by taking part in training courses open to you.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.
- 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 CNS.

Confidentiality

- All records and information must remain strictly confidential, and all necessary measures must be taken to ensure that this confidentiality is protected.
-

Person Specification

Position Title: Saturday Club Assistant

Reports to: Saturday Club Leader

Location: Saturday Club..

Overall Position Purpose:

As a Saturday Club Assistant, you will provide support to a child with additional needs. To encourage, promote and facilitate integration to the child at Saturday Club and in their local community. This involves ensuring the safe and effective care of the child as well as encouraging them to reach their full potential.

Essential Qualifications/Experience

Experience of supporting children with a disability.

Or

Minimum 2 years experience of working as a volunteer at Summer Camp or Saturday Club.

Desirable Qualifications/Experience

Fetac Level 5 in Healthcare or an equivalent qualification. A relevant qualification in: Learning Disabilities, Social Studies, Social Sciences, Nursing, or Childcare.

Challenging Behaviour training

First Aid

Experience of working in the area of intellectual disability would be a distinct advantage.

Essential Skills

Observation and recording skills.

Team worker.

A positive attitude and self motivation skills

The ability to carry out intimate and personal care with children who have high support needs.

Desirable Skills

Key Competencies (i.e. what are the key skills that are required to do this job)

- 1 The ability to carry out intimate and personal care.**
- 2 Observation and recording skills.**
- 3 Ability to work well within a team.**
- 4 The ability to adhere to care plans and to report on their effectiveness.**
- 5 Positive, patient attitude.**



SATURDAY CLUB/SUMMER CAMP ASSISTANT'S DUTIES

1. Saturday Club/Summer Camp assistants are responsible to their Group Leader.
2. The hours of work are from 10.30 - 3.30 p.m. or 11.00a.m. – 4.00p.m.
3. Saturday Club/Summer Camp assistants are responsible for the children's safety while on the camp while ensuring they have a good time.
4. Saturday Club/Summer Camp assistants may be asked to work as the bus escort on outings and should familiarise themselves with escort duties.
5. Assistants will be asked to supervise both volunteers and children during particular activities. Volunteers to be supervised at all times while with the children.
6. All incidents/ accidents / difficulties to be reported to the Group Leader and relevant documentation to be completed.
7. Assist in the planning of all activities / outings / sports day.
8. To attend allocated training days prior to/during the Saturday Club/Summer Camp.

Person Specification

Position Title: Basic Grade Physiotherapist
Based: Bantry
Reports To: Head of Service

Overall Position Purpose:

To be responsible for providing a high quality, patient-centred Physiotherapy service to the adults within the CoAction network. The candidate will be required to work and communicate well within multi-disciplinary teams while receiving regular supervision from Senior Staff members'.

The candidate will also be responsible for Clinical Professional Development and demonstrate an enthusiasm for their role.

Essential Qualifications

Bachelor of Physiotherapy (Hons.) or B.Sc. Physiotherapy (Hons) degree or equivalent

Member of the Irish Society of Chartered Physiotherapy.

Desirable Qualifications

Postural Management Training
 Training in managing adults with intellectual and/or physical disabilities.

Essential Skills & Abilities

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.
 Excellent communication skills and ability to work as part of a multidisciplinary team.
 Ability to be innovative in service provision including planning and managing an adult caseload effectively.
 Ability to acknowledge limitations and awareness of when to seek assistance.
 Evidence of contributing to own CPD.
 Ability to integrate evidence into practice.
 Demonstrate a quality focus and commitment to quality within Physiotherapy practice.
 Ability to demonstrate programmes to staff in Physiotherapy assistant roles and families.
 Effective organisational and time management skills.
 Flexible approach to working time to support service delivery
 A positive attitude & the ability to be solutions focused.
 Adhere to the ISCP code of Practice.

Desirable Skills

Experience of managing and adult caseload with physical and/or intellectual disabilities.
 Experience with a postural management service.
 Experience of incorporating evidence based practice into clinical work.
 Experience of using Software to document clinical notes.

Essential Experience

Candidate will have at least two years Post Qualification experience, some of which desirably in the provision of care to an adult caseload.

Desired Experience

Previous experience of supporting people with an Intellectual Disability/Autism/Acquired Disability.
 Management of a complex neurological and/or orthopaedic caseload
 Worked closely within a multi-disciplinary team

Job Description

Physiotherapist, Basic Grade

Responsible to: Senior Physiotherapist and to the Head of Service - Physiotherapy

Base: Bantry but subject to review. You will be addressing the physiotherapy needs of our clients throughout the West Cork catchment area.

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 Head of Service.

Overall Purpose of Position

To develop, implement and review a physiotherapy programme for adults attending CoAction's services.

Main Responsibilities

- To undertake the assessment and treatment of clients for Physiotherapy under the supervision of the Senior Physiotherapist/Head of Service.
- To assist in the provision of education and support to clients, families and carers within the community setting.
- To work as part of a multi-disciplinary team and participate in staff meetings and case conferences when necessary.
- To assist in the provision of training and information to other staff.
- To liaise with relevant staff in other organisations.
- To keep adequate and up-to-date treatment records and submit such reports that may be required by the Senior Physiotherapist, Head of service, Director of Service or Chief Executive.
- To be responsible for the general safety of any equipment supplied to you for the fulfilment of your duties and report any equipment maintenance issues to Senior colleague or Head of Service.
- To keep adequate up-to-date treatment records including statistical requirements and provide data as required by the Senior Physiotherapist / Head of Service.
- Attend seminars and other relevant post-graduate lectures, courses, etc., where possible and participate in in-service training as required.
- Keep abreast of current knowledge and developments in the field of physiotherapy.
- To participate in performance review process.
- Comply with the health and safety regulations and department safety statement.
- To ensure safe, efficient and effective work practices with review of same on an ongoing basis.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.

- To ensure that confidentiality is maintained at all times.

General Particulars

- Contract Type is Fixed Term for 6 months
- The working week is 18.5 hours
- Annual Leave – pro rata