



**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 Leader**  
(Monday – Friday 4.30pm – 11.30pm  
Plus S/O & 7.30-9.30 the following day)  
(Some weekend shifts)  
Based in Skibbereen.  
Maternity leave cover position

**Relief Social Care Workers**  
Based in Skibbereen

**To apply please submit:**

**A cover letter**

**1. Your CV**

**2. CoAction application form**

An application form can be downloaded from [www.coaction.ie](http://www.coaction.ie)

Enquiries and copy of full description contact [hradmin@coaction.ie](mailto:hradmin@coaction.ie)

Closing date for receipt of applications:

**Thursday July 19th 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.*



<h2>Person Specification</h2>
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**Position Title:** Social Care Leader

**Based:** Group Home

**Reports To:** Area Manager

**Overall Position Purpose:** To take overall responsibility for the operation of your designated group homes. This includes being responsible for health and safety, programme developments, personal care plans, budget management, staff planning, staff support and family liaison.

**Essential Qualifications**

**Desirable Qualifications**

<p>A recognised professional qualification for Social Care, outlined as follows;          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.</p> <p>Registered Nurse Intellectual Disability (RNID)          RNMH qualification is also recognised under the above guidelines.</p> <p>Full Driving licence is essential. <i>(22 years or over as stipulated by CoAction's insurance policy)</i></p>	
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**Essential Skills**

**Desirable Skills**

<p>Professional knowledge i.e. developmental theories, theoretical framework for residential care.          Interpersonal skills          Maturity          Ability to relate to people with intellectual disabilities          Flexibility          Willingness to learn          Motivation          Ability to write reports          Proven interest in sports/activities          Leadership skills          Assertiveness</p>	<p>Swimming</p>
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**Essential Experience**

**Desired Experience**

<p>Applicants should have a minimum of 3 years experience working in a similar area.</p>	<p>Management experience</p>
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## Job Description

### Social Care Leader

**Responsible to:** 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 the people we support. Staff will be consulted regarding any such changes. It is our policy to review job descriptions on a regular basis.

### Overall Purpose of Position

Responsible for the day-to-day activities in the designated centre including ongoing compliance with regulation in particular will be required to be registered as a Person participating in the Management of the Centre as per HIQA regulations, health and safety, programme implementation, personal care plans, person centered planning, budget management, staff planning, staff support and supervision, 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 Children & Adults with Disabilities 2013- [(Health Care Act 2007 (Care and support of residences in designated centres for persons (Children& Adults)with disabilities) regulations 2013. To provide them with a home-from-home in accordance with the CoAction’s Mission Statement “**

### Main Responsibilities

- Ensure the day to day needs of the residents are being met 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 Designated Centre ensuring a high standard of care is delivered.
- Ensure at all times the residents of the Designated Centre are treated with dignity and respect.
- To be attentive to the physical , social, spiritual and emotional needs of the people we support.
- To deputise for the PIC (Person in Charge) in line with HIQA regulations, including making notifications to HIQA when required
- Meet with auditors (internal and external) and provide in/access as required
- Timely and accurate verification, sign off and forwarding of time sheets & OWT forms
- Completion and maintenance of staff rosters for both houses
- 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 recreational activities and hobbies.
- To escort and assist on group outings arranged, including swimming
- 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 programmes in liaison with the the Area Manager
- 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 Area Manager to maintain good relationships with the families of the people we support and other professionals.
- To organise and participate in regular staff meetings.
- To ensure that health and safety guidelines are adhered to at all times.
- To ensure that all Safeguarding concerns or allegations, accidents/ incidents and complaints are reported and appropriately dealt with in line with CoAction's policies and procedures.
- To keep the Area manager, and Service Co-ordinator as appropriate 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 Area manager.
- In the event of any immediate danger, to take appropriate action to reduce the risk of physical injury.
- Compile and create budget submissions for the area of operation and manage approved budgets
- To develop relevant skills and abilities by taking part in training courses open to you.
- To deliver induction and training to residential staff as required .
- To carry out day-to-day supervision of staff reporting to you.
- Carry out regular (fortnightly) spot checks on residential services under the 18 outcome measures
- 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 the confidential nature of your work, within the team.
- To carry out other duties which may be agreed from time to time in discussion with the Area Manager.
- Teaching daily living & social skills to the residents
- To administer and record prescribed medication to residents in line with the Medication Management Policy
- 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.
- Maintain the risk register for both houses ensuring risks are addressed appropriately
- Make oneself aware of the Organisations duties and the employee duties under the Safety, Health and Welfare at work Act 2005.
- Act as Area Safety Co-ordinator in line with the terms of the CoAction West Cork Safety Statement
- Report faulty equipment and fittings to the Person in Charge/Manager.
- 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 Area Manager, the Social Care Leader will manage, develop and support staff individually and as a team including induction, support and training in line with CoAction 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.
- Completion of annual staff appraisals and quarterly supervision meetings
- To carry out goal setting and development with staff.
- Ensure that staff are aware of and adhere to CoAction 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.
- Attend bi-monthly multi-d meetings in conjunction with the Service Co-ordinator and Area Manager
- 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 centered care.
- To ensure that complaints received are dealt with in accordance with the CoAction complaints policy.

### **Particulars of Post**

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

## 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**

**Desired Experience**

<p>Applicants should have a minimum of 12 months experience working in a residential setting with Adults with an intellectual disability.</p> <p>Good working knowledge of HIQA</p> <p>Supervisory experience</p> <p>Budgetary experience</p> <p>Intimate Care/personal care</p> <p>Record keeping</p>	<p><b>Experience of working with the HIQA Regulations.</b></p> <p><b>Experience of HIQA inspections</b></p>
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## 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.