



**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  
Monday – Thursday  
4.30pm – 10.30pm

Data Protection/GDPR Officer  
Full-time position  
Based in Bantry

**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 June 14th 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:** 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 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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## Person Specification

**Position Title:** Data Protection/GDPR Officer

**Based:** Bantry

**Reports To:** CEO

### Overall Position Purpose

The DPO/Compliance Officer will have professional experience and expertise in national data protection laws and practices including an in-depth understanding of the General Data Protection Regulation; understanding of the processing operations carried out; understanding of information technologies and data security, This role will be responsible for ensuring internal compliance and promptly addressing areas of non-compliance

### Essential Qualifications

Relevant third level qualification(preferably level 8 or higher)

### Desirable Qualifications

Professional qualification in Data Protection such as CIPP/E, CIPT or CISM  
 Professional qualification in Librarian Studies/Data Role

### Essential Knowledge & Skills

- Excellent communication skills, verbal and written
- IT skills including typing and using Microsoft Word
- A positive attitude and good self-motivation.
- Ability to work well within a multi d team.
- High level of organisational skills
- Ability to critically analyse and make decisions

### Desirable Knowledge & Skills

### Essential Experience

- Previous experience in a Data Protection or similar compliance based role
- Experience in managing data incidents and breaches.

### Desired Experience

- Experience of working within a data protection framework and have experience of translating regulatory requirements into practical, operational solutions

## **Job Description**

## **Data Protection/Compliance Officer**

<b>Responsible to:</b>	The Chief Executive Officer (CEO)
<b>Service Direction from:</b>	CEO
<b>Base:</b>	Bantry

The following description is intended to give a broad outline of the post only. It is neither exhaustive nor definitive. Duties may be altered or amended by the organisation to suit the changing needs of the people we support. As much notice as possible will be given regarding any such changes. It is our policy to review job descriptions on an on-going basis.

### **Overall Purpose of Position**

The DP/ Compliance Officer will have professional experience and expertise in data protection laws and practices including an in-depth understanding of the General Data Protection Regulations; understanding of the processing operations to be carried out; understanding of information technologies and data security. This role will be responsible for ensuring internal compliance and promptly addressing areas of non-compliance.

The DP/Compliance Officer will assist with the implementation, management and monitoring of the data protection compliance strategy and the creation and roll-out of policies, guidelines, and data protection awareness training.

The postholder will be required to prepare and submit reports / supply updates at regular intervals to the CEO.

Hours of work will be 21 hours per week. Specific Purpose Contract

### **Main Responsibilities**

- In conjunction with Sytorus, identify areas of non-compliance and an action plan to achieve full compliance with legislation
- Guide staff in ensuring compliance with legal and accreditation requirements and promote a culture of best practice in all areas of the service.
- Inform and advise management and all employees who process personal data of their obligations pursuant to the GDPR and other laws and regulations as it relates to personal data.
- Provide advice where requested as regards the data protection impact assessment and monitor performance.
- Escalate data protection risks and issues to the Senior Management Team (SMT), as needed.
- Ensure timely adoption and execution of all GDPR and data privacy compliance requirements.
- Provide guidance relating to operations as necessary under data protection laws including **GDPR** and develop policies and guidelines that will ensure the organisation is compliant with all such regulations...
- Foster a privacy compliance culture within the organization and help to implement essential elements of the GDPR, such as the principles of data processing, data subjects' rights, data protection by design and by default-

- Provide input on data protection impact assessments DPIAs (in full), safeguards including technical and organizational measures to apply to mitigate risks.
- Maintain the record of processing operations and key repositories of personal data.
- Be the contact person for the designated supervisory and other data protection authorities.
- Act as the point of contact person for inquiries from EU data subjects on issues relating to data practices and rights.
- Be an independent advocate for data protection within CoAction by enabling and building a culture of data privacy within the organisation.
- Assist and advise on decisions that pose data protection implications, ensuring decisions regarding service and functional processes and systems are designed cognisant of data protection legislation.
- Develop systems and capabilities to monitor adherence to the policies.
- Consult with and build strong relationships with relevant data protection authorities.
- Work across the organisation to ensure implementation and monitor compliance with the regulations and best practice data protection policies.
- Manage the data incident response and data breach notification process.
- Offer consultation in relation to any information security events and attend regular/ongoing privacy training, seminars and conferences and obtain/maintain certifications.
- Attend training and development courses that support the postholder in their role,
- Manage and approve expenditure in line with Procurement Policy, including purchase orders, invoices, expensive claims, petty cash etc.
- Undertake any other duties commensurate with this position. Duties may be altered or amended by the organisation to suit the changing needs of the people we support

**May 2018**