



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
5.00pm – 10.00pm
Based in Bantry**

**Social Care Workers
Based in Bantry
(Saturday shift, overnight allowance, Sunday
premium pay)**

**To apply please submit:
A cover letter
1. Your CV
2. 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:

Thursday July 5th 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/Social Care Leader

Overall Position Purpose:

The aim of CoAction's Adult Services is to develop and deliver a range of supports that are person centred, focused on community inclusion and active citizenship and practical in terms of enabling people to develop and maintain skills to live a full life. The Support Worker is responsible for providing supports based upon the needs identified in each person's individual plan. This will include employment, social skills, accredited & informal training and recreational activities. The Support Worker is responsible for implementing, reviewing and progressing the outcomes for individuals and working to the schedules as directed. The Support Worker also has responsibility for assisting the person we support with their personal care (clothing, feeding, toileting and general hygiene).

Essential Qualifications/Experience

FETAC level 5 in Healthcare or an equivalent qualification.

Experience of working in a support setting.

A Full Clean Irish Drivers Licence

Desirable Qualifications/Experience

- A relevant qualification in Learning Disabilities, Social Studies, Social Sciences, Nursing, or Childcare
- Previous experience of working with people with an intellectual disability and / or autism
- Previous experience of supporting people with behaviours that challenge
- Train the trainer FETAC level 6
- MAPA or CPI Training
- First Aid training
- Manual/patient handling training
- Experience of working with arts, crafts, pottery, gardening and cooking

Essential Skills

- Effective communication skills, verbal and written
- Basic IT skills including—Email, internet and word processing
- Team player
- The ability to work on your own initiative
- Advocacy skills
- The ability to support people with intimate and personal care needs.

Desirable Skills

- Experience of working with arts, crafts, cooking and gardening.
- The ability to support people with positive behaviour support plans
- The ability to support people with identified physiotherapy and / or occupational therapy needs
- Experience of delivering training sessions
- Experience of facilitating groups.

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

1. The ability to build positive relationships with the people we support
2. The ability to carry out intimate and personal care
3. Effective communication skills both verbal and written / IT
4. Ability to work well within a team and the ability to work on your own initiative.
5. Advocacy Skills

Job Description

Support Worker

- This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Director of Services/CEO or designated Line Manager. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.
- **Responsible to :** The Instructor/Area Manager and/or The Social Care Leader
- **Base:** The Adult Services Centre and/or The Community

Overall Purpose of Position

- The aim of the adult services training and employment programmes within the Centre and the Community is to develop a range of practical and training skills with a view towards increasing innovation, independence and a sense of achievement for service users. The programmes contain vocational training and social and recreational activities including Speech and Language, Co-ordination – Fine motor/gross motor, Perceptual Development, Sensory integration, Social skills, Independent Living Skills. The role of the Support Worker is to assist the Instructor and/or The Social Care Leader in the planning, developing, implementing and reviewing specified programmes in line with the ethos of the organisation. The Support Worker also has responsibility for supporting the service users with their personal care (clothing, feeding, toileting and general hygiene).

Main Responsibilities

- To take guidance from your instructor/Social Care Leader in the delivery of programmes
- To be aware of the individuality of each service user i.e. their interests, likes/dislikes, abilities, and their means of communication.
- To at all times treat service users with dignity and respect.
- To promote a friendly and supportive environment in the training centre and in the community.
- To provide the highest possible standard of care at all areas and develop a caring relationship with each service user.
- To assist in the personal care of service users where appropriate. (i.e. clothing, feeding, toileting and general hygiene)
- To report all accidents, incidents and complaints in the appropriate manner.
- To be an active advocate for the service users.
- To ensure that confidentiality is maintained at all times.
- To work as part of a multi-disciplinary team within the ethos of the organisation.
- To liaise with other relevant staff.

- To assist in the maintenance of the adult services centre.
- To be familiar with CoAction's policies and procedures.
- 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.

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.