



**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 – Regional Respite**

39hrs per week (to include weekend work)  
Based in Clonakilty

### **Home Support Workers**

Variable hours  
Based in Dunmanway

**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](http://www.coaction.ie)

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

**Closing date for receipt of applications:**

**19<sup>th</sup> November 2018**

Post or email your application to HR Department, CoAction West Cork, Slip, Bantry. Co. Cork or [hradmin@coaction.ie](mailto:hradmin@coaction.ie)

**Incomplete applications will not be considered.**

*CoAction West Cork is an equal opportunities employer.*

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

**Based:** Regional Respite Service

**Reports To:** Area Manager

**Overall Position Purpose:** To take overall responsibility for the operation of the Regional Respite Service 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.          BA(Ord)in Social care practice (level 7 on the QQI framework)          Or          Registered Nurse Intellectual Disability (RNID)          RNMH qualification is also recognised under the above guidelines.          Or          The candidate will possess an equivalent qualification            Management Qualification in Health and Social Care</p>	<p>Qualification in the area of ASD            Mandatory training as required by HIQA            Positive Behaviour support training            Person centred planning training</p>
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**Essential Skills**

**Desirable Skills**

<p>Professional knowledge i.e. developmental theories, theoretical framework for residential care.          Excellent Interpersonal skills including the ability to communicate well with a diverse group of stakeholders.          Maturity          Ability to relate to people with intellectual disabilities          Flexibility          Willingness to learn          Motivation          Ability to write reports with a high level of competency in IT          Proven interest in sports/activities          Leadership skills          Assertiveness</p>	<p>Utilisation of excel databases            Policy development and review</p>
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**Essential Experience**

**Desired Experience**

<p>Applicants should have a minimum of 3 years' experience working in a supervisory or management role in a health or social care setting</p>	<p>Previous experience of being the PIC for HIQA purposes            Experience working within a regional respite service/ multi agency setting</p>
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## Job Description

### Social Care Leader – Regional Respite Service

**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 Regional Respite centre including ongoing compliance with regulation in particular. They will be required to be registered as a Person In Charge as per HIQA regulations. The person appointed will be responsible for health and safety, activity planning, 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 experience 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*
- 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 residents.
- Be registered as PIC (Person in Charge) and fulfil all such duties, including making notifications, as set out in the regulations.
- Meet with auditors (internal and external) and accompany them to specific locations, provide access to records and introduce them to residents, their families and staff as appropriate, to fulfil the requirements of their role.
- To ensure timely and accurate information is available to payroll in line with organisational policy with regard to staffing levels and hours of work within the area of responsibility.
- To take responsibility for the completion and maintenance of staff rosters for the Regional Respite Centre.
- To coordinate the groups and individuals visits to the Regional Respite Centre.
- To contribute to the provision of a programme of stimulating activities for all the residents and to support and facilitate them in accessing recreational activities and social outings.
- To ensure the residents are not subjected to any forms of abuse.
- 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 ensure each resident has the opportunity to discuss goals for their stay and to facilitate review of these upon completion of their stay.

- To ensure that all relevant records within the centre are maintained to a high standard and in line with regulatory requirements
- Ensure compliance with the safe administration of medication in accordance with CoAction's Medication Management Policy.
- 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, maintain good relationships with the families of the residents and other professionals.
- To organise and lead in regular staff meetings and delegate as appropriate
- To keep the Area Manager informed of all matters relating to the residents welfare through regular formal reports and supervision.
- 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 organise deliver induction and training to residential staff as required.
- 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 the confidential nature of your work, within the team.
  - To ensure the referral and enrolment processes for the regional respite centre and adhered to and that all required paperwork is maintained to a high standard.
- To participate in the organisational on call rota as required.

## **HEALTH & SAFETY**

- To be aware of and practice the correct use of all aids and appliances
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each area.
- Maintain the risk register for the respite centre ensuring risks are addressed appropriately
- Be fully aware of the Organisations duties and 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.
- Ensure adequate knowledge of emergency actions and plans.
- Ensure fire and safety precautions are implemented and maintained and fire drills are organised regularly in line with the Fire Safety Policy.

## **LEADERSHIP**

- The Social Care Leader will lead, 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.
- To lead on the implementation of various initiatives, including annual staff appraisals and quarterly supervision meetings

- In consultation with Area Manager, the SCL will be accountable for the development of goals, in line with overall organisational objectives, and will ensure that these are identified, planned for and achieved
- To have autonomy for the development and continuation of both effective communication systems and relationship building/ maintenance activities, from formal and informal perspectives to residents, colleagues, families and stakeholders
- Ensure that staff are aware of and adhere to all CoAction Policies and Procedures.
- Promote a culture of dignity and respect for all - to residents, colleagues, families and stakeholders at all times, whilst also ensuring the promotion of equality and independence to residents
- To embrace advocacy in the delivery of person centred care.
- To ensure that complaints received are dealt with in accordance with the CoAction complaints policy, analysing of same and identifying areas for improvement

In addition the successful candidate may be asked to carry out other duties which may be agreed with the Area Manager.

<b>Person Specification</b>
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**Position Title:** Home Support Worker

**Based:** Dunmanway

**Reports To:** Clinical Nurse Specialist

**Overall Position Purpose:**

The role of the Support Worker is to provide additional support to the family of a child or adult with learning disabilities. The support can be given in many ways. The main responsibilities are outlined below however support needs may vary with individual clients.

**Essential Qualifications**

**A qualification is not essential**

**Desirable Qualifications**

**A qualification in Child Care, Social Studies, or Disability Studies is desirable.**

**Essential Skills**

**Initiative  
 Excellent communication skills  
 Caring skills  
 Organisation skills  
 Patience  
 Team Worker**

**Desirable Skills**

**Art and Craft skills**

**Essential Experience**

**Previous caring experience is required. This can include working with children, working with children /adults with special needs/intellectual disabilities or working with the elderly.**

**Desired Experience**

**Previous experience of working with children and families in the area of Intellectual Disability and/or special needs would be a distinct advantage.**

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

- 1 Caring nature**
- 2 Good communication skills**
- 3 Reliability**
- 4 Use of Initiative**
- 5 Team Worker**

## **Job Description**

### **Home Support Worker – Children’s services**

**Responsible to:** Clinical Nurse Specialist

**Base:** Dunmanway, 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.
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- 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.
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