



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.

Basic Grade Physiotherapist

29.6 Hours Per Week

Based in Bantry/Castletownbere

Maternity Leave Cover

Social Care Worker

39 hours per week (with overnight work) – Maternity Cover

Based in Skibbereen

Support Worker

Every 2nd weekend (Friday 3pm – 10.30pm, Saturday 8.30am – 10.30pm, Sunday 8.30am – 10.30pm)

Based in Bantry

Support Worker

31.25 hrs per week (includes day and evening shifts and 6 weekend rotations per year)

Based in Bantry

Relief Support Workers

20 Hours Per Week

Based in Bantry/ Castletownbere/ Clonakilty

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

Enquiries and copy of full description contact hradmin@coaction.ie

Closing date for receipt of applications:

October 15th 2018

Post or email your application to HR Department, CoAction West Cork, Slip, Bantry. Co. Cork or hradmin@coaction.ie

Incomplete applications will not be considered.

CoAction West Cork is an equal opportunities employer.

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.

Signed:
 Head of Service CoAction.

Job Description

Basic Grade Physiotherapist: Base Bantry, covering other areas as required by Head of Service – Maternity Leave Cover

Responsible to: Head of Physiotherapy Service within CoAction

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

Provision of a high standard Physiotherapy service as part of the West Cork Child Development Services in Bantry/Castletownbere working with a complex paediatric caseload for a specified Maternity Leave cover. Also work within CoAction Adult services treating an adult caseload with Intellectual and/or Physical disability. To be responsible for the provision of a high quality person-centred Physiotherapy service in assessing and devising management programmes for a complex paediatric caseload within WCCDS and an adult caseload within CoAction. Also partake in other clinical and educational duties as assigned.

Main Responsibilities

- Be responsible for assessment, planning, implementation and review of treatment / intervention programmes for Paediatric caseload within WCCDS and CoAction.
- Manage workload in accordance with the needs of the post.
- Collaborate with service users, family, carers, multi-disciplinary team, network physiotherapists, management team other staff as appropriate in treatment / intervention, planning and provision of services in a coordinated way.
- To be a lead in the provision a Physiotherapy service in WCCDS and CoAction.
- Collaborate with MDT in assessing, planning and coordinating interventions to children and adults with varying needs.
- Maintain clinical records in accordance with local and Professional guidelines. Become aware of using software for clinical documentation purposes.
- Communicate verbally and / or in writing results of assessments, treatment / intervention programmes and recommendations to the team and relevant others in accordance with service policy
- Attend clinics, initial team assessments, team meetings, case conferences, etc. as required and at varied locations.
- Support families and appropriate care staff in varying settings in providing a Physiotherapy service.
- Arrange and carry out duties in a timely manner within settings appropriate to service users needs and in line with local policy / guidelines.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- To record and collate statistics to reflect work undertaken and provide data as required by the Head of Physiotherapy.
- Operate within the rules of Professional Conduct as assigned by the Irish Society of Chartered Physiotherapy

- **EDUCATION AND TRAINING**

- Participate in mandatory training programmes.
- Participate in continuing professional development including in-service training, attending conferences / courses relevant to practice.
- Participate in clinical supervision sessions as required and performance review as arranged by the Head of Physiotherapy.
- Supervise Physiotherapy students in conjunction with the Practice Tutor as required.

- **SERVICE AND STANDARDS**

- Set and maintain a high standard of clinical/non-clinical practice within clinic and various community settings.
- Keep abreast of research and practice developments in relevant clinical/non-clinical areas by attending seminars, conferences and post graduate courses and maintain clinical/other relevant competencies.
- Ensure that privacy and dignity of the patient is respected at all times.
- Be instrumental in the development, application and implementation of policies and clinical standards of practice relating to complex paediatric and adult caseloads.
- Ensure compliance with departmental policies such as the data collection system, current administrative procedures and health and safety guidelines.
- Contribute to forward planning and the development of Physiotherapy services within WCCDS and CoAction.
- Participate in a performance review process with line manager and be responsible for the performance review of junior or Physiotherapy assistant staff when required.
- Undertake other responsibilities as are agreed from time to time with the Head of Physiotherapy or other such person to whom he/she may be accountable. To be an active member of the day/residential team and attend meetings/case conferences etc. as required.

- **HEALTH & SAFETY**

- Be familiar with and comply with Health and Safety Regulations & Protocols, relevant Safety Statement, professional guidelines and Core Standards of Practice.
- To collaborate with the Head of Physiotherapy by contributing to risk assessments and Safety statement for the Physiotherapy Department.
- To be responsible for ensuring the general safety and maintenance of any equipment supplied for the fulfilment of his/her duties.
- To report immediately to the Head of Physiotherapy any defect in equipment or the environment that may be hazardous.
- To document all accidents, incidents and potential hazards immediately and report them to the Head of Physiotherapy.
- Employees must attend fire lectures and must observe fire orders.
- Must be aware of and adhere to legislation concerning:-
 - Health and Safety
 - Freedom of Information Act 1997
 - Childcare Act
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each area.
- To ensure adequate knowledge of emergency actions and plans.

Person Specification

Position Title: Social Care Worker

Based: Skibbereen

Reports To: Social Care Leader and Area Manager

Overall Position Purpose: Working primarily in community group homes, your role will be to provide support and home based training to adults. The successful applicant will be committed to the principles of rights based, person directed services, delivered within a regulated environment, who are keen to accept and support the people who use the service in living life to the full. They will have the ability to build good relationships with the people who use the service/ families and staff. Above all they will demonstrate an understanding and commitment to the person centred ethos of the organisation.

Essential Qualifications

- Degree in Social Care, Applied Social Studies or equivalent
- Full, Clean driving Licence.

Desirable Qualifications

- Patient Handling and Moving,
- Fire Safety,
- Vulnerable Adult Protection,
- First Aid,
- Medication management, MAPA/Challenging Behaviour Training.

Essential Skills

- Computer literacy and proven ability to complete and maintain accurate records
- Ability to communicate effectively with a range of stakeholders.
- Ability to work as part of a team
- Ability to work safely and competently with a range of people

Desirable Skills

Essential Experience

- Minimum 6 months experience of working with adults with an intellectual disability in a Residential/ Care setting

Desired Experience

- Experience of supervising staff
- Experience of HIQA inspection and regulation

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 ensure compliance with HIQA standards. To assist the social care leader in the responsibility for health and safety, programme implementation, personal support plans, budget management, staff planning, staff support and family liaison.

Main Responsibilities

- 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/ support is delivered.
- To ensure all work is carried out in line with HIQA regulations and to maintain awareness of current standards in relation to effective care and support for people with disabilities.
- To at all times treat people staying in the house with dignity and respect.
- To be attentive to the physical and emotional needs of people staying in the house
- 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 people staying in the house and to assist people with the development of recreation activities and hobbies.
- To escort and assist on group outings arranged.
- To ensure that people 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 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.

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: 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 Management. 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: Area Manager

Base: Adult Services

Overall Purpose of Position

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).

Main Responsibilities

- To assist in the delivery of supports to individuals and groups as directed.
- To be aware of the individuality of each person we support i.e. their interests, likes/dislikes, abilities, and their means of communication.
- To at all times treat the people we support with dignity and respect.
- To promote a friendly and supportive environment in the workplace.
- To be aware of the ability level of each person we support and actively encourage as much independence as possible.
- To provide the highest possible standard of care in all areas and develop a caring relationship with each person you support.
- To support people with intimate and personal care needs where appropriate. (i.e. clothing, feeding, toileting and general hygiene).
- To report all accidents, incidents and complaints as per CoAction policies and procedures.
- To maintain records as directed.
- To be an active advocate for the people we support.
- To be involved in supporting recreational activities and hobbies including swimming, outings and Special Olympics.
- To ensure that confidentiality is maintained at all times.
- To work as part of a team and maintain regular communication with other relevant staff as required.
- To assist in the maintenance and upkeep of the workplace.
- To be familiar with all of CoAction's policies and procedures.

- To be familiar with relevant legislation and Government policy including New Directions, Safeguarding Vulnerable Adults Policy HIQA, Health Safety & Welfare at Work Act, and carry out any actions required.
- To wear protective clothing and use protective machinery where required.
- 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 comply with the dress code as directed by the Area Manager.
- To attend to families and other visitors to the service centre in a professional manner.
- To follow cash handling procedures as set out in relevant policies.
- To supervise meals together with other staff.
- To carry out escort duties as required.
- To drive Company vehicles as required.
- To develop relevant skills and abilities by taking part in training courses.
- To work as part of a cohesive team where work may be of a flexible nature, including a requirement to work evenings and weekends.