



CoAction
EMPOWER • SUPPORT • CARE

CoAction West Cork provides quality services to support children and adults with an intellectual disability, and children with autism.

Support Worker

**14 hours per week (Monday & Friday)
Permanent Contract
To support a young man in his own home
Based near Macroom
Full Driving Licence Essential**

For full position details and job description or for details on submitting an application please visit our website:

www.coaction.ie

or for more information please email: hradmin@coaction.ie

Closing date for receipt of applications:

Friday 29th March 2019

CoAction West Cork is an equal opportunities employer.

Job Description

Job Title: Supported Independent Living

Reporting To: Area Manager

Job Goal

CoAction is committed to supporting individuals to live the lives that they choose. Supported Independent living enables people to live in their own homes with the support that they need to do so. People can avail of these supports in a way that suits them and their families

Duties

The role of the Supported Independent living coordinator

The supported Living Coordinator is responsible for:

1. All required paperwork and reports surrounding the development of the individual supported.
2. Overall supervision of community support staff ensuring that supports are delivered in a safe and consistent manner.
3. Assisting and supporting community support staff in carrying out assessments and developing and following consistent supports and or training for the individual
4. The supervision and management of community support staff, payroll submissions and appraisals.
5. Supporting individuals to access appropriate housing, working with CWO and landlords to ensure the people being supported have access to any housing financial assistance that may be available to them. He/she will need to build a good working relationship with both to ensure the security of the individual's tenancy
 - The coordinator will hold regular meetings with families, individuals and advocates
 - Ensure that training identified to enable the individual to live as independent a life as possible is accessed by the individual through courses, day services and MDT.
 - The Coordinator may be required to be accessible out of hours for telephone support and to provide "hands on" support to people where appropriate

Health & Safety

- To ensure all accidents/incidents are reported and documented in Xyea and hard copy held in each residence.
- To ensure that Senior Managers are contacted in accordance with CoAction's policy, in the event of a major incident or accident.
- To ensure that all aspects of Health and Safety are effectively managed and any problems or shortfalls addressed and accelerated to your line manager if necessary.

- To make oneself aware of the organisations duties and the employee duties under the Safety, Health and Welfare at work Act 2005.
- To report faulty equipment and fittings to the designated person.

General Duties

- To promote a positive and respectful awareness of learning disability in the community.
- You may be required to drive Coaction's Transport (mini-bus) and instruction for same will be provided. You will be required to have a full driving licence.
- To participate in training and continuous professional development particularly in the area of Intellectual Disabilities.

NOTE

As the above is not an exhaustive list of the duties and responsibilities, this job description may be revised from time to time to take account of any change in requirements of the position or any other duties as may be assigned by the Assistant Manager or Manager of Day and Residential Services or Chief Executive.

CONFIDENTIALITY

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of clients or staff or other centres business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them.

Person Spec Co coordinator of supported Independent living

Experience:

- Supporting people with intellectual disabilities in a community setting in their own homes
- Experience /knowledge of social housing, government benefits
- Experiencing managing/leading a team
- Ability to problem solve and be solution focused
- Ability to build strong working relationships with families and other stakeholders
- To be a strong advocate for the people being supported
- To be committed to supporting people through changes and difficult times
- To have a strong belief in supporting people to live self-directed lives

Qualifications:

Third level qualification : Social Care