

ARD AOIBHINN SERVICES

Qualifications and Particulars of Employment

Title: Social Care Worker

Qualifications:

The successful candidate, on taking up the post of Social Care Worker must

- Have A minimum of 3 years' experience providing services for people with an intellectual disability in Day/ Residential/ Respite services.
- Be Registered as a social care worker with CORU or completed CORU application as 'intend to apply'
- Be trained and experienced in Safe Administration of Medication.
- Be enthusiastic, flexible and committed.
- Have strong interpersonal, communication and organisational skills.
- Have a multi-disciplinary team approach to service delivery.
- Have Knowledge and experience of supporting people presenting with challenging behaviour
- Have Full B Licence / D1 licence desirable

Health:

The candidate must be free from any defect or disease, which would render him or her unsuitable for such employment and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

In order to be satisfied about this requirement, the Company require a prospective employee to undergo a medical examination by a qualified medical practitioner nominated by the Company.

Remuneration:

Salary Scale: Ard Aoibhinn Salary Scale

Hours of work:

Actual hours worked in the different areas will depend on the needs of the service users and the level of service determined by the Company.

Duties:

The general duties of the appointment are as described in the attached Job Description.

Candidates will be required to attend for interview and will be responsible for any expense incurred in so doing.

Candidates may be short listed for interview.

Pension:

The Company will participate jointly with the employees in a pension scheme, which shall be subjected to the approval of the Board.

Note of Canvassing:

Any attempt by candidates themselves or by any other persons to canvass or otherwise influence in candidates favour will automatically disqualify the candidate from the position they are seeking.

Job Description

Title: Social Care Worker

Reports to: SCL/CNM1, SCM/CNM3

Accountable to: Manager of Service and Board of Management

Mission Statement:

Ard Aoibhinn strives to promote equality and independence by recognising and respecting the rights of all.

Through commitment and continuity from each individual in the service. The dignity and respect of everyone will be ensured to help develop their full potential in a non-discriminatory manner.

Duties:

The person appointed to the post should be flexible in their approach to service provision and should have the ability to work as a member of a team. He/she will be required to take an active part in ensuring that the day-to-day operations of the community home/Day Service reflect the ethos and vision of Ard Aoibhinn Service and that the needs of the service users are being met by all co-workers therein. He/she will be required to uphold and respect the rights of each service user's individuality, personal autonomy and support them in achieving their individual human rights.

Duties and Responsibilities:

1. To ensure confidentiality in all dealings in relation to the service users, staff and the organisation.
2. To be responsible for leading and co-ordinating a shift of the designated area/unit.
3. To work with the SCL/SCM/CNM for developing a weekly plan for the designated unit/area.
4. To co-ordinate social & community outings and allocate the transport available for the day/week to the unit accordingly.
5. To allocate in a fair and unbiased manner service user to staff. A system may be developed with the staff of the unit to provide a rotating system to support a changing environment that still offers consistency to the service user.
6. To support the service to enable community outings to service users who are identified as needing extra support.
7. To offer support and guidance to staff working in the designated area.
8. To support, guide and direct staff in the identified approach, inclusive of helping to develop behaviour support plans for service users.

9. To keep a record of extra hours provided to service users.
10. To ensure that all monies inclusive of the unit's petty cash and service users personal monies are kept in line with the financial policy.
11. To help to arrange meetings inclusive of PCP's, other health services, behavioural and any other community or social meetings that would be of benefit to the service user while ensuring that records are kept accordingly for such meetings.
12. To support and guide staff to complete risk assessments that are relevant to the service user and ensure that risk assessments are developed and reviewed for service users attending the designated unit.
13. To work closely with the SCL/SCM/CNM to oversee the daily operation of the designated area/unit. It is paramount that the Social Care Worker works as a team player in implementing staffing structures on the floor that will provide a consistent approach to service users and staff.
14. To promote a positive professional attitude within the designated area and support staff working within the area to do so.
15. To act as a keyworker and be proactively involved in the development of person centred plan and assessment care plan.
16. To promote a pleasant atmosphere for all service users and staff within Ard Aoibhinn Services.
17. To foster, encourage and develop the social skills of each person, enabling them to participate in public facilities and engage in everyday life, promoting social integration.
18. To provide variety and individuality in each person's lifestyle. To develop, implement and evaluate suitable up to date training, leisure, social and personal options that meet their needs and goals.
19. Uphold and respect human, legal and constitutional rights of each service user recognising their individuality and equality and empowering them to grow thereby achieving the highest possible level of autonomy.
20. To assist, advise, and support where appropriate all aspects of social and educational training programmes.
21. To encourage and maintain good relationships between service users and their own families/carers.
22. To support where appropriate the pastoral care role/spiritual care of each service user
23. Ensure that all records and reports are clear, accurate and competent.
24. The Social Care Worker will be responsible for leading a shift.
25. The Social Care Worker will be required to include the following in everyday activities of the service users:

- Cognitive Development
- Communication
- Gross and fine motor skills
- Social Activities
- Physiotherapy (under the direction of a physiotherapist)
- Behaviour management plans
- Social integration, including use of local community facilities

- Implementation of dietary programmes
 - Work skills as appropriate
 - Relaxation Therapy
 - Health and Safety Awareness
 - Personal Hygiene
 - To ensure that all equipment in their work area is maintained and in good working order.
26. Ensuring effective communication is maintained among the team members.
 27. To contribute to programmes, meetings, etc. Which aim to educate and promote public awareness and commitment towards the needs of the service users.
 28. Ensure that all prescribed medicines, drugs and treatments are administered to service users attending the service, that the required records are kept and updated. Storage and administration of drugs and medicines complies with Ard Aoibhinn Medication Policy and An Bord Altranais Recommendations and Guidelines to Nurses and Midwives on Medication Management 2007.
 29. To ensure that high standards of work practice are maintained in their work area.
 30. Driving as per unit requirements.
 31. Be responsible for general house hold duties e.g. cooking, cleaning etc.
 32. To carry out duties that may be assigned to them from time to time by SCL/SCM/CNM

TRAINING AND DEVELOPMENT

- The person appointed will be expected to keep abreast of current developments in services for people with Special Needs (Primarily Intellectual and Physical Disabilities) and to attend courses both internal and external, designated as appropriate by the Services.eg Person Centred Planning, etc.
- The person appointed will take responsibility for identifying their own training and development needs in conjunction with their line manager.
- The person appointed will be expected to attend mandatory training courses and achieve required standard.

WORKING RELATIONSHIPS:

- To develop and enhance good working relationship within their own team.
- To develop a close working relationship and co-operate effectively with all members of the Management Team and The Multi-Disciplinary Teams.
- To liaise with Service Providers, G.P.'s, Liaison Nurses and any other professionals ensuring the provision of care.
- To work closely with the Day, Residential and Respite Services to ensure continuity of care for the service users.

- To ensure all essential information is reported to Social Care Leader.
- To report any immediate concerns to SCL/SCM/CNM.

COMMUNICATION

1. Attend and participate fully in regular staff meetings where all aspects of the group home's functioning are discussed with a view to maintaining high standards, open communication among staff and good levels of staff morale.
2. Participate in the monitoring and recording of the progress of each service user in line with agreed procedures.
3. Co-operate and develop effective working relationships with:
 - Service users and their families
 - All other staff involved in the provision of care both residential and day services.
 - Members of the multidisciplinary team.
 - Visitors, volunteers and other such personnel who visit the home.

FINANCIAL

- Be responsible for ensuring that all monies are accountable as per policy of Ard Aoibhinn service.
- Ensuring that all due economy is exercised in all areas.

HEALTH AND SAFETY:

The Company is committed to ensuring the Health and Safety at work of its employees and service users as outlined in the Health, Safety and Welfare Act 2005. Employees must be familiar with and observe safe work-practices, as outlined in the Health & Safety Statement of the company, particularly those, which apply in their allocated section.

Employees are expected, without prejudice to their personal rights, to take reasonable precautions against contracting and disseminating infectious diseases.

- Staff must be aware of fire regulations and emergency procedures and be involved in implementation of same.
- All accidents/Incidents must be reported to appropriate person and documented accordingly.
- In accordance with the Safety, Health and Welfare Act 2005 all staff must be familiar and comply with safety regulations.

The role of the Social Care Worker will not be limited by the above outline, it would be expected in the normal course of events that the role will evolve as professional and service demands change.

FLEXIBILITY:

As the duties and responsibilities of any post in the service are likely to change the staff are expected to give a high level of flexibility, willingness and an ability to develop new approaches to their work as the service users needs change and to participate in initiatives which will improve quality of all aspects of their service. Employees will be required to carry out duties appropriate to their employment or as assigned to him/her from time to time.

CONFIDENTIALITY:

Employees may, in the course of their employment, have access to records or become aware of information about the medical or personal affairs of the service users, staff, the services we provide or the company. Such records and information are strictly confidential and may not be divulged to or discussed with any person outside the normal performance of duty, except on the written instructions of the Board.

Records must never be left in such a way that unauthorised persons can obtain access to them and must be kept in safe custody when required no longer.

PERSON SPECIFICATION

Post:	Social Care Worker
Location:	Ard Aoibhinn Services
Date:	

Factors	Essential	Desirable
Qualifications And Experience	Have degree in social care or health care or equivalent relevant degree Have A minimum of 3 years' experience providing services for people with an intellectual disability in Day/ Residential/ Respite services. Be Registered as a social care worker with CORU or completed CORU application as 'intend to apply' Be trained and experienced in Safe Administration of Medication. Be enthusiastic, flexible and committed. Have strong interpersonal, communication and organisational skills. Have a multi-disciplinary team approach to service delivery. Have Knowledge and experience of supporting people presenting with challenging behaviour Have Full B Licence / D1 licence desirable	Specific course relevant to service

Knowledge	Knowledge of Ard Aoibhinn Services and Mission Statement Awareness of current trends, best practice and ongoing developments in this area e.g. Person Centred Framework, Care Plan/Assessments, New Directions/HIQA -National Standards for Residential Services for Children and Adults with Disabilities, Trust in Care, Value for Money and Congregated Settings Report. A knowledge of relevant Acts and Legislation e.g., Health & Safety Act 2005, Disability Act 2005, Childcare Act. Children's First, Health Act 2007, Assisted Decision Making Act 2015, Safeguarding Vulnerable Adults. Good understanding of the importance of the social and recreational needs of the service user. The abilities to devise implement and evaluate programmes. Knowledge and understanding of social model of care. Knowledge of people who present with challenging behaviour and positive behaviour supports.	Training MAPA Knowledge of advocacy Knowledge of person centred planning
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Factors	Essential	Desirable
Competencies /Skills	Leadership skills. Good interpersonal skills. Organisational skills. Ability to communicate clearly, competently and professionally. Ability to complete clear accurate reports and daily records. Ability to develop good working relationships with a range of individuals i.e. staff members, multi-disciplinary teams, other professionals and families Good time management and delegation skills. Motivational skills. Ability to work, lead and motivate a team effectively. Basic Knowledge of administrative computer software e.g. Microsoft word/Excel.	Focus on quality of care.
Additional	Holistic approach to provision of services i.e. physical, psychological, emotional, social, educational and spiritual care. Flexibility and adaptable to change, change management and motivational management knowledge. Ongoing commitment to professional and personal development. Willingness to take responsibility when necessary Garda Clearance and health check. Full Driving licence.	