



## **Job Description**

**Job Title:** **Support Worker**

(We are currently recruiting to our Support Worker Relief Panel).

**Location:** Cork Adult Services (\*\*Current Vacancies are within our residential House in Blackrock, hours may become available in our day centre (Little Island) and our Respite house, (Ladysbridge))

**Reporting to:** PIC/Adult Services Manager

### **Overall Purpose of the Post:**

To provide a safe, homely environment to adults who are resident in Enable Ireland community homes. To work with the service users to meet their identified needs during their stay.

As a member of the team and through a person centred approach work with service users accessing residential service duties to include the delivery of intimate and personal care, housekeeping and social support.

### **Key Responsibilities**

Under the direction of the Social Care Leader/CNM1 or Designate:

- Help create an environment which is home like and which promotes each person's participation in terms of choice and decision making and in which each person is enabled to reach their highest level of independence.
- Assist in the development, delivery and evaluation of individual service user plans that meet identified needs in ways which promote dignity and respect for the person.
- Work to ensure that in so far as they wish to, each person is enabled to participate in day-to day activities and in leisure activities both in the home and in the local community which reflect their choice and interest.
- Support each person is enabled to carryout therapy, education, etc, in the home setting as requested.
- Providing assistance in areas of intimate personal care
- Work with and under the direction of nurse to deliver planned nursing care if appropriate
- Work to meet the lifestyle needs of users is identified such as diet, religious observance etc as appropriate.
- Support the residents in representing the house at neighbourhood and community levels as appropriate
- Support user's involvement in the local community e.g accompanying service users on outings/ leisure activities within their own neighbourhood or within their wider community

- Support staff will work with individual users in a range of settings community settings. At all times the staff will take the lead responsibility in ensuring the safety of users.
- If required and agreed work family and carers in a sensitive manner and to an appropriate level.
- Participate in domestic tasks as required.
- Support the service user in the role of a keyworker as required.

#### **Health & Safety**

- Compliance with best practice in all aspects of work and specifically in relation to safe handling and health and safety and house security while on duty
- Ensure the appropriate use and maintenance of all equipment as required and appropriate
- Deliver high standards of house maintenance and be alert to any possible danger, either from defects in premises or equipment, and bring these to the attention of the Social Care Leader or Designate.

#### **Professional/Team & Organisational Quality & Development**

- Keep abreast of service trends
- Ensure that personal high professional standards are maintained at all times and in all aspects of your work
- Ensure that all standards are in line with HIQA regulations and standards under the Health act 2007 and any other legislative requirements
- Add value to the service
- Actively participate in the setting of team and organisational goals
- Contribute to the setting and delivery of team goals
- Participate as required by Enable Ireland in service training, study days etc.
- Participate in professional supervision and Performance management as agreed with the Social Care Leader/CNM1
- Support other members of the team as appropriate and required
- Participate in the induction of new staff into the house as required
- Understand and work within all Enable Ireland Guidelines, Policies and Procedures, and under the direction of the Social Care Leader, ensure their implementation.
- Actively contribute to effective team working
- Adhere to requirements to the collection of data in accordance with agreed procedures and as required with Enable Ireland Services including HIQA requirements

#### **Quality Assurance**

- To participate in EFQM (European Foundation for Quality Management) model for quality assurance as required.
- Contribute to the ongoing development and implementation of Enable Ireland's quality assurance initiatives.
- Work in accordance with the HIQA regulations and standards under the health act
- Support the implementation of New Directions, in line with national guidelines.

**This description is not restrictive and the post holder may be required to carry out other duties as requested by the Director of Services/Adult Services Manager etc.**

#### **Terms & Conditions:**

**Responsible to:** Director of Services

**Probation:** A probationary period of nine months applies to this post.

<b>Salary:</b>	Salaries are currently not aligned to the HSE, the current salary for this role is between €25,001 - €30,830 (1WTE – pro-rata for less than 12 months service or part-time hours) Dependent on Experience
<b>Annual leave:</b>	The Company's Holiday year runs from January 1 <sup>st</sup> to December 31 <sup>st</sup> . Holidays may not be carried forward. Your holiday entitlement will be 10.7% of hours worked.
<b>Pension Scheme:</b>	Enable Ireland operates a contributory pension scheme which all members of employees may join on earlier of 1 <sup>st</sup> July or 1 <sup>st</sup> January following start date.
<b>Medical:</b>	The successful candidate will be required to undergo a medical assessment.
<b>VHI:</b>	Enable Ireland operates a group VHI scheme which you may join.
<b>Garda Clearance/ Police Clearance:</b>	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
<b>Sick Pay: (If applicable)</b>	<p>All periods of sickness exceeding two days must be medically certified with a maximum of six uncertified days in any 12 month period. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:</p> <p>Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period</p>

## **Recruitment Process**

**Completed application form to be returned to:**

**Ms Maria Moran**  
**Administration Manager**  
**Enable Ireland**  
**Lavanagh Centre**  
**Ballintemple**  
**Cork**  
 or by email to: [mbmoran@enableireland.ie](mailto:mbmoran@enableireland.ie)

**By 12 Noon Friday 23<sup>rd</sup> February 2018**