



JOB DESCRIPTION

Job:	Social Care Worker
Location:	(i) Ard NaMara, Ballyhimikin, Ladysbridge, Co. Cork (ii) St Laurence, Lower Glanmire Road, Tivoli, Cork.
Contract Hours:	(i) 19.5 hours per week (Ard NaMara) (ii) 19.5 hours per week (St Laurence)
Contract Type:	(i) Specified Purpose, Part Time (ii) Permanent, Part Time
Reporting To:	Person in Charge / Social Care Leader as relevant.

Overall Purpose of the Post:

To work as part of the team in Ard NaMara/St Laurence and to support the Person in Charge/Social Care Leader in providing a quality service to adults with disabilities availing of respite and residential services. Assisting Service Owners to plan for and direct their supports to meet their personal goals during respite, and to support service owners in residential services to make connections within their local community.

Key Working Relationships:

Enable Ireland delivers services using the Social Model of Disability and as such has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis.

Duties:

Planning and Organising of Activities and Resources

- Plans and organises activities and necessary resources efficiently and effectively.
- Understands the importance of time management for themselves and in particular how this translates to organising their assigned workload.
- Demonstrates the ability to arrange and schedule activities.
- Deals with unexpected scenarios under supervision with persistence and flexibility to ensure the achievement of goals.
- Maintains a disciplined and professional level of performance under sustained or situational pressure.

Advocacy and Rights

- Is familiar with the Assisted Decision Making (Capacity) Act 2015 and demonstrates good practice in supporting services owners to make decisions for themselves in all aspects of their lives.
- Supports the development of decision-making and advocacy skills in service owners.
- Liaises and coordinate with statutory, voluntary, community and other bodies to make it possible for service owners to advocate for their own needs, and where

appropriate, and with their consent, to advocate on behalf of service owners.

Integrity & Decision Making

- Holds an appropriate and effective set of professional values and beliefs and behaves in line with professional standards as set down by Enable Ireland and CORU.
- Makes decisions in a well-judged and timely manner bringing all relevant information to bear.
- Uses logical analysis to break complex problems into their component parts.
- Promotes and consistently supports the demonstration and development of evidence based service delivery.

Service Delivery & Initiative

- Ensures that the delivery of social care services is in accordance with CORU's Code of Professional Conduct and Ethics for Social Care Workers, relevant legislation and Enable Ireland policies and procedures.
- Collaborates with the service owner, their decision making supporters and all relevant stakeholders to identify and achieve their goals.
- Strives to achieve quality results at all level of the service in line with the European Foundation for Quality Management (EFQM) as adopted by Enable Ireland.
- Takes initiative to move the service forward and shows a willingness to try out new ideas under supervision that add service deliver value.
- Commits to achieving evidence based goals and continuous improvement of the service.
- Shows enthusiasm and a high level of motivation in completing work.

Building and Maintaining Working Relationships

- Forms strong positive working relationships across all areas of the service, build on a common understanding.
- Demonstrates a supportive and reciprocating work style including strong empathy with the service owner, their family/friends and their decision making supporters.
- Communicates effectively with Service Owners in order to provide a person centred service.
- Works appropriately with all stakeholders.

Team Working

- Works in collaboration with the other members of the staff team in the planning and delivery of services for those using the Ard NaMara/St Laurence, ensuring a person centred approach to your practice at all times.
- Actively contributes to effective team working.
- Attends and actively contributes to relevant clinical and professional and team meetings.
- Participates in training and developmental opportunities as identified and agreed.
- Supports and contributes to research initiatives as required.

Health & Safety

- Be fully aware of the organisational and employee duties under the Safety, Health and Welfare at work Act 2005.
- Adhere to the directions within the organisational Safety Statement and associated policies and procedures.
- Comply with best practice in all aspects of work and specifically in relation to safe handling and health and safety and security.
- Be aware of and practice the correct use of all equipment e.g. hoists and notify any faults immediately.

- Ensure all accidents/incidents are reported and documented in keeping with Enable Ireland policies and procedures.
- Contribute to the maintenance of the risk register for the designated centre ensuring risks are addressed appropriately and in a timely manner.
- Contribute to the development of emergency actions and plans.
- Ensure fire and safety precautions are implemented and maintained and fire drills are organised regularly in line with agreed procedures.

Professional/Team & Organisational Quality & Development

- On the opening of the Registration Board for Social Care Workers with CORU, applies for and is successful in obtaining and maintaining registration for the duration of their employment in this role.
- Maintains standards of practice and levels of professional knowledge including participating in continuous professional development, attending training courses and participating in research.
- Participates in professional supervision and performance management and engages in reflective practice and ongoing Continuous Professional Development.
- Ensures that personal high professional standards are maintained at all times and in all aspects of work.
- Ensures that all standards are in line with HIQA regulations and standards under the Health act 2007 and any other legislative requirements.
- Adds value to the service.
- Actively participates in the setting of team and organisational goals.
- Participates as required by Enable Ireland in service training, study days etc.
- Supports other members of the team as appropriate and as required.
- Participates in the induction of new staff into the service as required.
- Understands and works within all Enable Ireland Guidelines, Policies and Procedures, and under the direction of the Person in Charge/Social Care Leader, ensures their implementation.
- Maintains confidentiality.
- Adheres to requirements to the collection of data and record keeping in accordance with agreed procedures and as required with Enable Ireland Services including HIQA requirements.

Quality Assurance

- Participates in EFQM (European Foundation for Quality Management) model for quality assurance as required.
- Contributes to the ongoing development and implementation of Enable Ireland's quality assurance initiatives.
- Works in accordance with the HIQA regulations and standards under the health act.
- Supports 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, Person In Charge, Director of Nursing, Social Care Leader and Adult Services Manager. The post holder may be redeployed to other Enable Ireland adult service units within the Cork area when required.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Terms & Conditions

Responsible to:	Person in Charge / Social Care Leader
Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The company reserves the right to extend the probationary period on an exceptional basis if it is deemed that the extension would be your interest. In any case, this will not exceed a period of 9 months. The probationary period may also be extended to facilitate statutory leave
Salary:	The current salary scale for this post is €35,216 to €47,087 pro rata per annum. This pay scale is subject to increases in 2024 in accordance with the recent WRC interim agreement (Ref CAM -100101-22) towards enhanced pay adjustments in Section 39 organisations.
Annual leave:	Annual leave entitlement is 31/32/34 days (depending on experience) days pro rata per annum and proportionately less for less than 12 months service.
Pension scheme:	Enable Ireland operates a contributory pension scheme which all staff may join on earlier of 1st July or 1st January following start date
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay:	All periods of sickness exceeding two days must be medically certified. 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 6 months continuous service with the Company sick pay will be as follows: 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
Redeployment:	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.