



Job Description

Job:	Personal Care Assistant / Family Support Worker
Location:	Charlestown, Co Mayo
Contract Hrs:	Variable Hours – weekly 15 hours plus
Reporting to:	Co-ordinator of Personal Assistant/Family Support Services
Contract Type:	Variable Hours contract

Overall Purpose of the Post:

To provide personal assistant support to children to enable them to participate in the community, achieve person centered goals and facilitate inclusion. The Personal Assistant will provide practical, personal and social support to the individual they work with.

Flexible regarding working hours: **after school / evenings and Saturdays / school holidays** on a variable basis as required.

Duties:

- Assist individual service user with person centered goals in the home or community
- Enable service users to participate in community activities by providing the required assistance and support
- Provide support in educational or work assignments as required
- Assist individual service user with therapy exercises as required
- Personal assistance in the areas of toileting, eating, dressing and transferring as required
- Facilitate in social and leisure activities as required
- Participate in training as required
- Any other appropriate duties which may be assigned
- Keep daily records regarding on-going development of service users, respecting confidentiality at all times

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: Family Support/PA Co-ordinator

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.

Salary: The current salary scale for this post is €35,070 to €42,440 pro rata per annum.

Annual leave: Annual leave entitlement is 10.7 % of hours worked

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: These will be required for all prospective staff who will undertake

Police Clearance: Relevant work or activities relating to children or vulnerable persons.

**Sick Pay:
(If applicable)** 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.