



Job Description

Job: Outreach Support Worker
Location: Children's Services, CHO East
Base: Sandymount

Contract Type: Permanent Post

Contract Hours: *This post will require weekday afterschool work and weekend work. Core hours for service delivery will be Monday to Friday 14:30-19:30. Flexible hours up to 25 hours a week will be considered.*

Reporting to: Manager of Children's Supports Services or Delegated person

Overall Purpose of the Post:

The purpose of the role is to work as a member of the team providing community and centre-based afterschool supports to children/young people whose needs have been identified through their CDNT. To work with the children/young people through a person-centred approach delivering individualised programmes tailored to each of their needs and interests. This post will involve weekday and after school hours and weekend work.

Key Duties and Responsibilities:

- Deliver a programme of activities both centre and community based which are safe and effective to improve the quality of life for children/young people with disabilities through meaningful social, recreational and developmental opportunities.
- Support compliance with organisational policies, safeguarding and governance requirements.
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- Foster positive relationships with families, building trusting connections with parents in a sensitive manner to ensure respite sessions align with child/young person's needs and support family wellbeing.
- Identify, report and appropriately respond to safeguarding, health and safety, risk management and wellbeing concerns.
- Help create an atmosphere which is inclusive and promotes each child/young person's participation in terms of choice and decision making
- Support a service in which each child/young person is enabled to reach their highest level of independence.
- Facilitate children/young people's involvement in the local community by sourcing and arranging appropriate community-based activities.

- Assist in implementing agreed programmes of care for each child/young person, ensuring that each individual's varying needs are met in a way that promotes dignity and respect for the person.
- Work with the team to ensure that special equipment, where required, is used appropriately and maintained.
- Be familiar with the health and medical needs of the children/young people using the service and ensure that these needs are met.
- Help ensure that a healthy snack is provided, considering any special dietary requirements and requests.
- Supporting children/young people with personal care including intimate personal care where this is required.

Planning and Organising of Activities and Resources

- Assist with the implementation of Individual Programme Plans to promote and encourage the social, emotional and cognitive development targeting the individuals need.
- To work in partnership with children/young people, parents, families/carers and others, as appropriate, to address the needs of the individual.
- Ensure that equipment, toys and furniture are maintained in good order; any breakages/damage must be reported to the line manager immediately.
- Act as bus escort/driver in the transportation of children/young people on activities as requested by the line manager and to also assist in the planning of daily activities/excursions.
- To take responsibility for the child/young person's personal belongings, ensuring that they go home with them.
- Good time management skills to support efficient running of programmes and activities.
- Maintaining a disciplined and professional level of performance even under sustained or situational pressure.
- To provide challenging and enjoyable experiences, so that all children/young people can grow and develop within a caring and nurturing environment.
- Prioritise workload effectively.

Administration

- Comply with all relevant legislation and ensure that services are delivered in accordance with Enable Ireland Policies and Procedures.
- Account for all petty cash monies as required.
- Assist in the administration of medication where applicable as per individual care plan.
- Ensures that all records are up to date and available.

Health and Safety

- Ensure maintenance of materials and equipment following the current infection prevention and control protocol.
- Ensure the health, safety and welfare of children/young people accessing the service. Notify management of any health and safety risks.
- Responsible for completing and returning accident incident forms to the Outreach

- Team Leader.
- Report and record any incidents which occur.
- Carry out risk assessments, share learning and implement recommendations, as required.

Professionalism

- Maintain professional boundaries and uphold the rights, dignity, privacy and independence of service users at all times.
- Be supportive of other staff and work effectively as a team to deliver a high-quality service.
- Participate in training, supervision, developmental opportunities, staff meetings and continuing professional development activities.
- Contribute positively to service quality improvement initiatives and compliance requirements.
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Integrity & Decision Making

- Hold an appropriate and effective set of professional values and beliefs and behave in line with professional standards as set down by Enable Ireland and relevant professional bodies.
- Awareness and understanding of child protection policies and the role of a non-mandated person.

Building and Maintaining Working Relationships/Team Working

- Ensures that all interactions with children/young people are approached with dignity, respect, equality and incorporates choice.
- Forms strong working relationships across all areas of the service.
- Communicates effectively with parents and children/young people,

This description is not restrictive, and the post holder may be required to carry out other duties as requested by the Outreach Team Leader and/or Manager of Children's Support Services.

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: Manager of Children's supports services

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. <i>This pay scale is subject to 2% increase in October 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations.</i>
Annual leave:	Annual leave entitlement is 30 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 employees may join following their 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 employees/colleagues who will 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:
(If applicable)	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. Previous service tenure on a CDNT, which was managed by Enable Ireland as Lead Agency, and/or inwards secondment to Enable Ireland, qualifies for eligibility of Enable Ireland's sick pay benefits as outlined in the Enable Ireland Sick Leave Policy.