



Job Description

Job: Relief Respite Support Worker

Location: Teach Saoirse

Contract Hours: Variable Hours

Contract Type: Variable Hours Contract

Reporting to: Person in Charge (PIC)/Service Team Lead

Overall Purpose of the Post:

To provide respite to families of children with disabilities. The respite support service will be Coordinated by PIC, who will prioritize families to be involved in the service, who agrees with each family the type and level of support to be provided. The respite Support worker will be supervised by and work closely with the PIC. In order to provide a flexible respite support service, the Respite Support Worker will be required to do Sleepovers and work during evenings and weekends

Duties

- Help create an atmosphere and which is inclusive and promotes each child's participation in terms of choice, and decision making and in which each child is enabled to reach their highest level of independence
- Providing assistance to service owners in areas of personal care.
- Be familiar with the health and medical needs of each individual and ensure that these needs are Met
- Assist in implementing agreed programmes of care for each child, ensuring that each individuals varying needs are met in a way that promotes dignity and respect for the person
- Accompanying service user on outings/leisure activities within their own neighborhood or within the wider community.
- Providing the parent/carer with time out to pursue his/her own needs or to spend time with other family members.
- To work with service owners, and families as agreed with the PIC. As family needs will change from time to time, the respite Support Worker will work closely with the PIC to ensure that the respite support service offered meets changing family needs.
- Become familiar with all Enable Ireland's Guidelines, Policies and Procedures and under the direction of the PIC to ensure their implementation.
- To work in accordance with Enable Ireland's code of Practice, Guidelines for working with children, families and other National Policies, Guidelines and procedures as appropriate.
- Report and record any incident however minor that may happen.
- Assist in the administration of medication where applicable.
- Ensures that all records and technical data are up to date and available.
- Ensures strict compliance with health and safety standards.
- In agreement with the PIC to liaise with other relevant personnel in relation to

individual service owners and families.

- To take part in induction training or other in-service training relevant to the position.
- The Respite Support Worker will work with service users in a range of settings including the Service.
- Owner's home, and community settings. At all times the Support Worker will be responsible for the safety and welfare of service user in his or her care.
- The Respite Support Worker will be expected to display appropriate sensitivity while working closely with families.
- Maintaining a Code of Confidentiality and discretion in all dealings with service owners, their families and with staff.
- Keeping the PIC informed of all issues of importance affecting service owner or families.
- Any other duties which may be assigned from time to time.

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 (PIC)/Service Team Lead

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 €35,771 - €43,288

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

Pension Scheme: Enable Ireland operates a contributory pension scheme which all employees may join 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 employees who will undertake 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.