

CORLANN IRELAND - SOUTH EAST REGION

WEXFORD SERVICES

Qualifications and Particulars of Employment

PERMANENT FULL TIME SOCIAL CARE WORKER (SOCIAL CARE WORKER GRADE)

DUFFCARRIG SERVICES

1. Tenure of Employment

The post is a permanent full-time post working 78 hours per fortnight. Compulsory Retirement age is 70 years

2. Qualifications and Experience

The successful candidate must:

Be registered in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU

Or

Be eligible under the Section 91 (existing practitioner) route for registration in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU (evidence of application status is necessary).

- Have excellent communication skills.
- Have the ability to listen and respond to the needs of people who use services.
- Have the ability to be innovative and creative and work on one's own initiative.
- Be computer literate.
- Possess a full clean manual driving licence.
- Have 12 months experience of working with people with intellectual disabilities.
- Recognise the equal rights of persons with intellectual disabilities in society and uphold and respect those rights.
- **Experience of working as a member of a team is essential.**

3. Remuneration

Salary Scale (full time) – Social Care Worker (Pro Rata)

All new entrants to the Public Service will start at the first point of this scale

€41,260; €42,832; €44,769; €46,186; €47,618; €49,058; €50,520;
€52,015; €53,528; €55,098; €56,717; **€57,789 LSI**

*** Successful candidates are required to submit all documentary evidence outlining any relevant experience within 3 months of starting date. Failure to do so will mean that only incremental credit due now will only be paid from date of submission of documents.**

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4. The normal working fortnight will be 78 hours per fortnight, however, flexible hours, including nights, weekend, evenings and sleepovers are involved. Starting and finishing times will be notified to, and agreed with, the appointee from time to time by the Team Leader/Services Manager.

5. Health

The successful candidate must be free from any defect or disease, which would render him/her unsuitable to hold the appointment, and must be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy this qualification, the successful candidate will be required to undergo a medical examination by the Occupational Health Nurse/Physician. The candidate will be liable for the cost of the medical examination.

6. Duties

The general duties of the appointment are as described in the attached Job Description.

7. A short list of candidates to attend before the Selection Board will be prepared by the selection Board from an examination of statements of qualifications furnished by the candidates.

8. The Line Manager will notify the successful candidate of the mandatory/compulsory courses/training which employees are obliged to attend. Mandatory training, for example, manual handling, health and safety courses etc., form part of the conditions of employment along with the Organisation's statutory obligation.

9. Note re Canvassing

Any attempt by candidates themselves or by any person(s) acting at their instigation directly or indirectly, by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any member of the staff of Corlann South East or person nominated to interview or examine applicants, will automatically disqualify the candidates for the position they are seeking.



***A panel may be formed for Permanent and Temporary Full/Part Time vacancies for the Wexford Services for a period of 6 months.*

**Informal enquiries are welcome to Laura Kehoe, Service Manager,
Duffcarrig (Contact number 053-9425922 or
Laura.Kehoe@corlann.ie)**

**Closing Date for receipt of completed Applications Forms/CV's on-
line is: 20th October 2026**

**Shortlisting of candidates is on the basis of the information
contained in their application form & CV**

Corlann is an equal opportunities employer

Job Description

Title: Permanent Full Time Social Care Worker, Duffcarrig Services

Reports to: Team Leader, Duffcarrig Services or such other authorised person as may be designated.

Accountable to: Duffcarrig Services Manager

The Congregation of the Corlann is a religious voluntary organisation, founded in 1807 by Canon Peter Triest, to provide a Christian response to a variety of needs in society.

ETHOS

The core values of our services have always been the dignity and humanity of each person. How these are expressed has evolved over time with our greater understanding of the rights of all people with a disability, with the changing hopes and expectations of the individuals and families with whom we work, and with the growing expertise of all associated with our services.

DUTIES

The post holder will be required to take an active part in ensuring that the day-to-day operations of the Service reflect the ethos and vision of Corlann Services and HIQA Standards and that all co-workers are meeting the needs of the people who use services therein.

The person appointed should have the ability to participate proactively as a member of a team and contribute positively to the ongoing development of effective teamwork.

The person appointed will work as a member of the team in Duffcarrig Services facilitating the choices of and delivering supports to people who use services enabling residents to live independently. Activities such as independent living skills, community integration, personal development, occupational and leisure activities will be utilised within the context of a person-centred approach to service provision.

Subject to the agreed policies and procedures of Corlann - South East the person appointed shall:-

Advocacy & Rights

- 1 Respect each person who uses services as an equal citizen.
- 2 Uphold and respect the human, legal and constitutional rights of each person who uses services, recognising their individuality and equality,

and empowering them to grow, thereby achieving the highest possible level of personal autonomy.

- 3 Facilitate, encourage and develop the choice and decision-making skills of people who use services.
- 4 Facilitate, encourage and develop the self-advocacy skills of and opportunities for involvement in advocacy for people who use services.

Person Centred Support for Living

- 5 Ensure a person-centred approach to service delivery
- 6 In the context of the individual person-centred plans support people who use services with aspects of individual and group service responses including:
 - Occupation and leisure activities
 - Communication
 - Behaviour support plans
 - Independent living skills
 - Social Integration and the use of community facilities
 - Personal Care
 - Personal Development
- 7 Act as a “Key Worker” for specific individuals.
- 8 Take the lead in developing and implementing person centred plans for those individuals for whom you act as key worker.
- 9 Develop and implement appropriate training, leisure, social, and personal activities for individuals within the service area.
- 10 Facilitate individuals to actively participate and integrate into the community, through the use of generic community facilities.
- 11 Ensure that all behaviour support plans that are put in place by the Multidisciplinary Team are carried out and adhered to.
- 12 Foster, encourage and develop the self-help and social skills of each person so as to achieve the highest possible degree of personal autonomy.
- 13 Ensure that people who use services have an awareness of required personal hygiene and personal appearance standards and support them in attaining such standards. This may include the participation in and support of individualised personal hygiene programmes.
- 14 Facilitate and encourage participation of people who use services in recreational and leisure activities.
- 15 Contribute to and participate in social and recreational activities of people who use services and liaise as appropriate with the Social & Recreational Department.
- 16 Achieve competency in driving the assigned transport and participate in transport duties as required.

- 17 Encourage and promote each person's full participation in their home while at the same time ensuring that their home and its environs are maintained to acceptable standards
- 18 Encourage and promote the involvement of each person who uses services in the prudent management of his/her personal monies
- 19 Encourage and promote the participation of each person who uses the services in buying, preparing, cooking of meals and packed lunches as required.
- 20 Ensure that the religious and pastoral needs of each individual are adequately supported.
- 21 Organise and participate in holidays for each person who uses the services where required.
- 22 Administer prescribed medications and maintain all required records in keeping with Corlann policy.
- 23 Assist the Residential Team Leader and Services Manager in Boherduff services ensuring that practices within the house are person centred and are in line with value based practices.
- 24 Co-ordinate community living programmes for people who use services.
- 25 In consultation with each person who uses the services, be responsible for the development and implementation of person centred plans and ensure that the needs identified are properly addressed.
- 26 Ensure that each person who uses the services personal clothing is looked after and cared for and that the household and bed linen is changed and laundered regularly.
- 27 Ensure that each person who uses the services attend at the appropriate day centre.

Management and Leadership

- 28 Be responsible for the physical and emotional well being of people that use the services.
- 29 Be responsible for the safe use and care of equipment and report faulty equipment etc., as it arises.
- 30 Be familiar with and ensure that policies, procedures and codes of practice of the Services are adhered to.
- 31 Ensure that all records in relation to people using services are up to date, correctly filed and managed as per the service's records management system.
- 32 Report all accident/incidents and take appropriate action.
- 33 Utilise efficiently the transport services available to the service area and advise the appropriate staff on transport needs.

- 34 Provide active support and assistance to the residential respite team and where necessary to provide one on one supervision. The attendance and performance of staff and students assigned to the house to be monitored and managed and concerns reported as necessary to the Services Manager.
- 35 Participate with the Team Leader / services manager in the rostering of staff. Ensure that rosters for permanent and locum staff are organised to provide adequate supervision.
- 36 Ensure that all staff take their annual leave entitlement within the annual leave year.
- 37 Lead, develop and participate fully with the implementation of the team based approach to Performance Management and the Strategic Plan.
- 38 Take responsibility for the development and implementation of behavioural support plans.
- 39 Take responsibility in the absence of the Team Leader.
- 40 Be aware of staff engaging with all plans, policies and protocols. If this is not occurs identify this with the staff member immediately and report to the team leader.
- 41 Ensure that all members of the team are aware of and adhere to any behavioural support plans put in place.
- 42 In accordance with Health Act 2007 and HIQA Regulations and Standards, ensure the legislation requirements are adhered to by continuous monitoring, inspection and audit of the designated centres.
- 43 As a member of the HIQA Services Team ensure the necessary requirements of the registration process are in place to achieve the Certificate of Registration for the designated centres;

Money and Budgets

- 44 Ensure that all petty cash and the personal monies of people who use services are properly accounted for.
- 45 Be responsible for maintaining a petty cash float, keeping relevant records and ensuring that accounts are checked and balanced.
- 46 Ensure that goods and services received are prudently used for purposes intended, and that all such goods and services are properly accounted for.
- 47 Assist the Services Manager in the preparation and monitoring of budgets.
- 48 To be responsible for the house accounts, which include custody of monies, managing income and expenditure, petty cash and individuals personal monies. These accounts are to be balanced and checked at the end of each shift. At the end of each month these records having been double checked and correct are submitted to the services office for processing.

Communication

- 49 Organise and attend in regular staff meetings where all aspects of the service area are discussed with a view to maintaining high standards.
- 50 Promote open communication among staff and good levels of staff morale.
- 51 Co-operate and develop and maintain effective working relationships with:
 - People who use services and their families
 - All other staff involved in the provision of both residential and day services
 - Families, visitors, volunteers and other such personnel who visit
- 52 Operate effectively as a member of the multi-disciplinary team in promoting the best interests of the individuals in the service area.
- 53 Encourage families of people who use services to develop their involvement in the ongoing development of the person.
- 54 Report all matters of concern immediately to the Team Leader or Services Manager.
- 55 Organise, attend and participate fully in meetings as required e.g. Person Centred Planning meetings, Service Area reviews, team meetings. Record meetings in line with agreed procedures.
- 56 Actively participate in developing and maintaining good relationships with local residents and community organisations.
- 57 Actively participate and help to maintain good relationships between each person who uses services, their families and volunteers.
- 58 Ensure that all members of the team are aware of and adhere to any behavioural support plans put in place.
- 59 Develop and participate fully with the implementation of a team based performance management approach to achieving the goals of the Services' strategic plan.

Training and Development

- 60 Be informed of current developments in services for people with intellectual disabilities e.g. Person Centred Planning, Personal Outcome Measures, Human Rights and Citizenship.
- 61 Attend and contribute appropriately at lectures, courses and meetings as required and share information and knowledge gained with colleagues.
- 62 Be responsible for identifying personal training and development needs and communicating them to the line manager.
- 63 Attend mandatory training courses and achieve required standard.

Health and Safety

- 64 Be conscious of health and safety matters in the work place and in particular to comply with employees' obligations as set out in the Safety, Health and Welfare at Work Act, 2005 and to ensure that the procedures set out in the Safety Statement are implemented at all times.
- 65 Carry out regular safety audits and fire drills.
- 66 Be conversant with existing fire regulations and emergency procedures and participate in the implementation of same. Make people who use services aware, in so far as possible, of Fire Drill procedures.
- 67 Ensure equipment is properly operated and maintained.
- 68 Report accidents/irregularities or other matters of safety concern to the Services Manager or in her/his absence to the Regional Services Manager or such person as the Employing Authority may designate.
- 69 Identify risk, assess and document appropriately.

Flexibility

Employees are expected to have a high level of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post in the Services are likely to change with the ongoing needs and developments of the Services. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time.

Confidentiality

In the course of the employment the post holder may have access to, or hear information concerning the medical or personal affairs of people who use services and/or staff, or other health service business. **Such records and information are strictly confidential** and unless acting on the instructions of an authorised officer, on no account must information concerning people who use services, staff, or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Permanent Full Time Social Care Worker – Duffcarrig Services	
Education & Training	
Essential • Be registered in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU Or • Be eligible under the Section 91 (existing practitioner) route for registration in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU (evidence of application status is necessary). • Manual Handling • First Aid • Challenging behaviour training	Desirable • Management/supervisory experience
Experience	
Essential • Experience of working in a service for people with varying degrees of intellectual disability and challenging behaviour • Experience of working with multi disciplinary teams • Personal Outcome Measures • Budget Management • Keyworking • Lone working • Experience in organising Circles of Support	Desirable • Team Based Performance Management • Community Integration • Supervision of Students
Knowledge	
• Awareness of current policy and development regarding intellectual disability • An ability to devise, evaluate and further develop programmes to meet the ongoing needs of people you support. • Good knowledge of Health and Safety • Challenging Behaviour • Advocacy	• Awareness of Corlann's Services • Good knowledge of behaviour assessment • Accreditation • Social Capital

• Personal Outcome Measures • Policies and Procedures • Health Act 2007 • HIQA Regulations and Standards	
Competencies/Skills	
Essential	Desirable
• Leadership, communication and organisational skills. Guiding staff if not following all policies, plans and protocols. • To work effectively as a team member using Team Based Performance Management • The ability to use initiative to work without supervision • Confident, positive, mature manner • Excellent communication skills • Competent report writer/record keeper • Ability to listen and respond appropriately to the needs of people using services • Ability to use budgets effectively • Computer literacy • The ability to be innovative and creative	Crisis intervention techniques
Other Requirements	
Essential	Desirable
• Willingness to take responsibility when necessary • Flexible approach to service provision • Willingness to work in close partnership with Day Services • Willingness to engage in on-going education • Willingness to work with the Multi-disciplinary Team members • Full clean driving licence • Confident, calm, self-motivated, committed • Excellent spoken and written English	



Corlann

The Future is Ours to Shape