Job Description

Job: Relief Adult Support Worker
Location: Clare Adult Day Services
Contract Hours: Variable Hours Contract
Contract Type: Variable
Reporting to: Day Service Coordinator/Adult Services Manager

Overall Purpose of the Post:

The role of the Adult Support Worker is to work as part of a team within the adult day service, the service owners own home and residential setting, providing personalized supports. This will include assisting to personal care needs, mobility, and supporting access to services in their community and on our virtual day service. The post holder will encourage and support opportunities to help develop a range of options for service owners in areas of training, employment and greater inclusion in their local communities.

Duties

- Working as part of a team to assist service owners with day-to-day activities and programmes in day service or in home.
- To actively search for opportunities for service owners to make personally satisfying contributions, to build positive relationships and to demonstrate their abilities and strengths in the community.
- To act as a key worker for an identified service owner. (A member of staff appointed to assist and support individuals to achieve their goals. The keyworker is the central point of contact for the individual and for families)
- Supporting service owners in conjunction with Person Centred Planning (PCP) to set personal goals develop and carry out a plan to achieve these goals.
- To actively seek new interests and opportunities with them to interact in their community in a positive way via social roles/volunteering, work, membership of groups/clubs.
- Work as part of a team to contribute to the design and further development of the Day Services Programme in line with New Directions
- To listen to service owner wishes and to support them to advocate for themselves; while encouraging them to take responsibility for decisions in their day to day lives.
- Assisting and supporting service owners including lone working in the wider community. This can involve assisting individuals to access various employment settings, educational and/or social/ leisure facilities.
- Assisting service owners with their personal care needs and any other individual needs that may arise, including the administration of medication, working in accordance with Enable Ireland's policies and procedures.
- To support service owners virtually on line as requested, in accordance with their support plan.

- Attend and participate creatively in team meetings.
- Maintaining record systems in accordance to Adult Services policies.
- Maintaining a code of confidentiality and discretion in all dealings with service owners, families and staff.
- Driving and/or escorting duties in Enable Ireland vehicles or via public transport to and from the service centre, social activities or outings.
- To promote and safeguard the well-being and interests of the service owner at all times and to adhere to Enable Ireland policies and procedures around same.
- Support service owners to participate in hydrotherapy sessions as 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:	Day Services Coordinator/Adult Services Manager
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 staff 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.