CENTRAL REMEDIAL CLINIC

JOB DESCRIPTION

Job Title and Grade	**Community Support Worker: CRC Adult Services** Healthcare Assistant Grade – Supporting Adults with Disabilities
Location of Post	This post will be based at the CRC Adult Services Centres and Community Hubs in Dublin, and the post holder may be required to travel to other sites.
Details of Service	The post holder will have responsibility for: • The holistic support of adults with complex needs • The delivery and monitoring of personal care to adults • Key working duties for adults • Lone working with adults within the community • The initiation, delivery and management of timetabled activities for groups and individual adults as directed by the line manager • Day-to-day administration of certain aspects of the programme as assigned by the line manager • Working within a team and on your own initiative • Transporting adults to and from service and into community in designated CRC transport • The delivery and administration of Person-Centred Plans in partnership with adults attending the centre. • Based on the service delivery model, New Directions, Community Support Workers will be required to have flexible working hours, requiring evening and/or weekend work • Supporting adults with significant feeding and swallowing difficulties, including specific supports such as suctioning enteral feeding – Training will be provided • Supporting with the safe administration of medication – Training will be provided • Implement and adhere to all relevant national and CRC policies, including the HSE Safeguarding Policy
Reporting Relationship:	The support worker reports to their supervisor/line manager. In their absence to the designated deputy or Department Manager
Key Working Relationships:	• The post holder will: • Work with adults, including those with complex needs, who attend the programme to support service delivery with a person-centred approach • Work within a team under the guidance of the line manager • Liaise with other colleagues in the CRC, i.e. therapy and clinic services, as required

	• Liaise with the family with the permission of the adult • Link in with external providers and community organisations to enhance progression and employment opportunities for adults
Purpose of the Post	The post holder will be expected to: • Key work with adults • Lone working with adults in the community • Develop and support adults with their person-centred plans in line with HSE New Direction Policy • Transport adults to and from service, and in the community in designated CRC transport • Create and lead out on individualised and group activities in line which reflect adults' choices • Support adults to become active participants in their own communities and live a life of their choosing • Facilitating and supporting adults to link in with external agencies and community organisations • Explore and provide new opportunities, activities, and experiences in the community for adults • Delivery of a high standard of personal care and support as required, such as significant feeding and swallowing difficulties, including specific supports such as suctioning • Keep up-to-date administration records as required • Support completion and submission of funding applications under guidance of line manager
Principal Duties and Responsibilities **Principal Duties and Responsibilities (cont.)**	**Responsibilities / Duties:** **Key Working Duties under the guidance of the line manager:** • Delivery of person-centred planning in line with HSE New Directions policy with adults and recording the same • Actively supporting adults in exploring new opportunities and activities/experiences in the community • Supporting adults with identifying and achieving personal goals to live a life of their choosing • Taking responsibility for a designated key group of adults as assigned by the line manager. This involves being aware of the adults' personal circumstances, individual needs, advocating on their behalf if requested and recording their progress on the programme • Being prepared to discuss with adults and their circles of support (with the adult's consent) their care, personal development and future in consultation and guidance from the line manager

	• Reporting to and consulting with the line manager, seniors and centre manager on all matters relating to the care and interests of adults • Facilitating adults and exploring personal choices and options • Liaising with other CRC staff members and external agencies if requested by the adults on the programme and agreed by the line manager • Participating in community outings, social evenings, overnight trips or short holidays • Lone working in the community **The delivery and monitoring of personal care to adults under the guidance of the line Manager. This includes:** • Respecting the dignity, rights and confidentiality of the adults you are supporting • Implementing programmes of care and other person-centred programmes as agreed with the line manager • Applying policies and practices of the organisation as applicable to the care of the adults • Consulting regularly with adults in the centre regarding their individual care needs and preferences, and by responding to these in a sensitive and appropriate manner • Being aware of the changing needs of adults and informing the line manager of any changes that are of concern or that require particular attention • Treating adults' circle of support with dignity and respect **The initiation, delivery and management of certain activities as directed by the line manager. This includes:** • Assisting in the planning, organising and carrying out of activities and taking cognisance of the wishes of the group in the provision of activities • Ensuring that adequate preparation and planning is undertaken in the provision of activities • Being responsible for ensuring that adequate personal care is provided while activities are taking place **Day-to-day administration of certain aspects of the programme as assigned by the Coordinator/Manager. This includes:** • Administrative duties as required, including report writing, correspondence with outside agencies and maintenance of files/records • Maintenance and general care of equipment and materials. • Management of files **Being an Active member of the staff team. This means:**

	• Participation and active involvement in regular meetings with the line manager and staff team • Working co-operatively within the staff team to provide a high-quality service • Co-operating with the manager in any review of policies and procedures of the Centre and the CRC **Additional Duties:** • Ensuring that training premises are maintained as a suitable and stimulating environment for the adults attending the centre **Training and Development** • Assisting in the supervision and training of volunteers, students and any other staff at the request and under the guidance of the manager • Attending training, seminars, conferences, courses as appropriate to the post and as approved/directed by the centre manager • Participate in Independent Living Training, which may require occasional overnights to support adults in their new living environment **Risk, Health and Safety** • Complying with Health and Safety regulations and the Safety Statement of the CRC and relevant Centre or Community Hub. • Complying with all CRC policies and procedures • Ensuring that the maintenance and general care of equipment, materials, etc. is carried out • Staff in local centres or community hubs may have additional duties around the security of the centre, e.g. opening up & locking up and key holding, and ensuring the security of the centre **Values** • The post holder will be expected to live the CRC values of person centredness, respect, quality, collaboration, courage and stewardship. • Demonstrate behaviour consistent with the Values of the CRC.
Skills, competencies and/or knowledge	The candidate must demonstrate: • Excellent overall communication and interpersonal skills, including report writing

	• Flexibility, adaptability, and openness to working effectively in a changing environment • The ability to work and communicate effectively in a team environment • IT skills to include email, Word and Excel • Good awareness of health & safety issues • The ability to act as a Key Worker and plan activities where required Understand CRC Values of Person centred, Collaboration, Respect, Quality, stewardship and Courage **<u>Essential Criteria</u>** **Professional Knowledge** • At least 6 months of experience working with adults with disabilities. This should include management of all aspects of personal care. • A working knowledge of the New Directions policy • Have a working knowledge of safeguarding and safeguarding policies • Full clean driver's licence • A minimum Social Studies or other relevant qualification, such as Healthcare Support – QQI Level 5 full award, is essential • Key Worker for adults with disabilities • Excellent communication and interpersonal skills • Good awareness of health and safety issues • Report writing and good IT skills to include Microsoft Office – Excel, Outlook and Word • Be an excellent and innovative team member with a strong commitment to the empowerment of people who have a disability **<u>Desirable competencies:</u>** • The ability to plan and work with adults and their supports to ensure a meaningful day in line with their aspirations • The ability to work on their own initiative • Supporting adults with their care needs, significant feeding and swallowing difficulties, including specific supports such as suctioning – Training will be provided • Experience with the Safe administration of Medication *The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which*

	may be assigned to him/her from time to time and to contribute to the development of the post while in office.