# JOB DESCRIPTION

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| **Job:** | Social Care Worker. |
| **Location:** | Adult Services, Dublin & South East. |
| **Base:** | Dublin Adult Services, currently based in Arklow, Co. Wicklow. |
| **Contract Type:** | Specified Purpose and Relief Posts. |
| **Reporting to:** | Adult Services Manager, or delegated manager. |

**Overall Purpose of the Post:**

To work as part of a dedicated and innovative team in an Adult Day Service working with adults with physical and/or sensory or mild to moderate intellectual disabilities, within a quality framework. The post holder will support the individuals accessing the service with all aspects of their daily lives in accordance with their individual needs and preferences.

**Key Duties and Responsibilities:**

1. **Professional Knowledge and Skills**

- Responsible for the delivery of a quality service in line with best practice and adhering to CORU guidelines.
- To work with a broad range of Service Owners with disabilities to promote independence, social integration, and personal development.
- To facilitate Service Owners to identify, plan and implement their goals, and support them to participate in the activities of their choice.
- Act as a proactive advocate for the Service Owner.
- As requested, act as a keyworker for Service Owners we support.
- Any other appropriate duties as assigned by the Service Coordinator or delegated manager.

2. **Communication, Collaborative Practice and Team Working**

- Contribute to team leadership by demonstrating best practice, supporting peers, and fostering a collaborative culture that promotes high standards of care.
- Actively participate in multidisciplinary team meetings, contributing as an equal professional voice.
- Work closely with the multidisciplinary team to devise, implement, and review individualised care plans that reflect Service Owners' goals, needs, and preferences, ensuring cohesive and person-centred support.
- Act as an advocate, ensuring that Service Owners' individual needs and choices are respected, communicated, and fully integrated into care planning and decision-making.
- Liaise with other staff in agencies involved with the Service Owner as required, including therapy staff and respite services.
- Act as a team member, sharing information and ideas with co-workers, participating in staff meetings and keeping a daily record of events.
- Establish and maintain good working relationships with colleagues and Service Owners.
- Adhere to Guidelines for working with Adults and Families, as outlined in the Code of Practice.
- Supervise students when on placement.

- Act as a mentor to new and existing Support Workers, helping them develop skills and confidence in their professional roles.

**3. Professional Autonomy and Accountability**

- To support the Service Coordinator with the day-to-day running and responsibilities for the service.
- Devise and implement care plans with minimal oversight.
- Operate independently within their role, including leading interventions and making professional judgements.
- Be aware of health issues for each Service Owner and administer medication in line with Enable Ireland's medication policy.
- Maintain high standards in care practice at all times in accordance with organisational policies and procedures.
- Write and keep accurate records in line with procedures within the Day Services, respecting the need for confidentiality at all times.
- Drive the service vehicle as required, in line with Enable Ireland policy and procedures and in keeping with national legislation.

**4. Safety and Quality**

- To follow the Service Owners' individual care plan to ensure their independence, comfort and health.
- To assist Service Owners with all activities of daily living and therapy programmes as required.
- To be familiar with the correct and safe usage of all equipment in use by Service Owners.
- Carry out duties in accordance with Enable Ireland Health & Safety procedures, ensuring Service Owners' safety is always paramount.
- Maintain high standards in care practice at all times in accordance with organisational policies and procedures.
- Contribute to informed decision-making within the service, using professional judgement and evidence-based practice to support quality outcomes for Service Owners.

**5. Professional Development**

- Actively stay up to date with developments in best practice and participate in appropriate staff training/development programmes.
- Supervise students when on placement.
- Act as a mentor to new staff members to support them through their probationary period.
- Work collaboratively with the Service Coordinator to identify opportunities for improvement and implement changes in best practice.

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:

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| **Responsible to**: | Service Coordinator, or delegated 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 €39,943– €55,841 pro rata per annum. |
| **Annual leave:** | Annual leave entitlement is 31 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 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:<br>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. |