JOB DESCRIPTION

Job:	Support Worker.
Location:	Adult Day Services, Dublin and South East.
Base:	Currently based in Arklow, Co. Wicklow.
Contract Type:	Relief Post.
Reporting to:	Day Service Coordinator/Adult Services Manager, or delegated manager.

Overall Purpose of the Post:

The role of the Support Worker is to facilitate the Service Owner in all aspects of daily living, including: assisting with personal care needs, mobility, and supporting access and participation in activities of choice provided by day services, in the community, and online/virtually. The post holder will provide opportunities to help develop a range of options for the individual in areas of training, employment and greater inclusion in their local community.

Key Duties and Responsibilities:

- Driving and/or escorting duties in Enable Ireland vehicles or via public transport to and from the service centre, social activities or outings.
- Works under the direction of a team leader or coordinator, receiving specific tasks and objectives. Receives guidance and oversight for planning and implementing interventions.
- Assisting Service Owners with day-to-day activities and programmes.
- 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.
- Assisting in promoting self-development, independence and the individuality of each Service Owner.
- Assisting and supporting individuals including lone working in the wider community. This can involve assisting individuals to access various employment settings, educational and/or social/leisure facilities.
- Working as part of a team to contribute to the design and further development of the service in line with HSE New Directions guidelines.
- Supporting Service Owners in implementing their Person-Centred Plan and in achieving their goals.
- Supporting Service Owners virtually online as requested, in accordance with their care plan.
- Acting as Key Worker as required. Escalating any issues to the team leader/coordinator for resolution.
- Attending meetings and/or training as and when requested by the Service Coordinator. Working in a collaborative approach, often working alongside other professionals but not in a leadership capacity.

- Promoting and safeguarding the wellbeing and interests of the Service Owner at all times and adhering to Enable Ireland policies and procedures around same.
- Maintaining a code of confidentiality and discretion in all dealings with Service Owners, their families and with staff.
- Maintaining service records in compliance with company policy.
- Assisting with the general upkeep of all centre facilities and complying with all relevant health and safety standards.
- Undertaking daily health and safety checks in line with Enable Ireland Transport Guidelines, or as requested by Line Manager.
- Ability and willingness to be flexible in approach to work and be responsive to service needs.
- Any other duties as requested by the Day Service Coordinator/Adult Services Manager, or delegated manager.

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 Service Coordinator/Adult Services Manager, 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 €35,771 - €43,288 pro rata per annum.
Annual leave:	Annual leave entitlement is 30 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: 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.