Direct Support Worker
(Care Assistant)

JOB TITLE	**Direct Support Worker (Care Assistant)**
LOCATION OF POST	**St. Paul's Child and Family Care Centre, respite services**
INFORMAL ENQUIRIES	**Ms Lina Plycevaityte, St. Paul's Child and Family Care Centre** lplycevaityte@mater.ie
DETAILS OF SERVICE	St. Paul's Child and Family Care Centre provides a range of respite service which include both overnight and day respite. St Paul's CFCC is affiliated with the Mater University Hospital and shares close proximity and links to St. Paul's Special School.
REPORTING RELATIONSHIP	St. Paul's Person's In Charge & Assistant Director of Service
PURPOSE OF POST	The role of the Direct Support Worker is to assist in the provision of support and care to the children and/or adolescents with autism and associated intellectual disability, who attend St Paul's CFCC. The Direct Support Worker will work in conjunction with, and under, the supervision of the Person In Charge (Childcare Leader) and Nursing and Childcare/Social Care Workers in community based Respite Designated Centres / Day Care Centre.
PRINCIPLE DUTIES AND RESPONSIBILITIES	**The below is a sample of the main areas responsibility of a Direct Support Worker and is not an exhaustive list.** **<u>Main Duties and Responsibilities:</u>** • Respect and treat each service user as an individual in their own right while maximising their potential and promote independence. • Be instrumental in the development and daily updating of Person Centred Plans for the service user in your care. • Complete service documentation e.g. write reports relating to the service, take meeting minutes. • Assume the role of Key Worker for specific service users. Attend certain meetings as part of role as Keyworker and link with the multidisciplinary team, families as part of a collaborative process when assisting with developing plans. Apply the role of keyworker to advocate on behalf of the service users you support. • Assist in all aspects of support to the service users i.e. mealtimes, dressing, toileting, socialising, sports and other daily activities, as required. • Encourage and support service users to communicate in line with the information contained within the individuals PCP and guidance from Speech & Language Therapy Dept. • Supervise and safeguard the service users in all aspects of daily life, having regard to their personal safety and the safety of others. • Provide Intimate Care to the service users in line with the service policy

	and individual Intimate Care Plan's. • Support and enable the service users to achieve their independence as an individual; and facilitate active integration in the local community. • Actively participate in supporting the service users in activities such as swimming, bowling, social outings i.e. library, football, shopping, cinema and any other preferred activity. • During times of challenging behaviour, support the service user in a positive manner, consistent with approved strategies (low arousal techniques) and in line with the Positive Behaviour Support Planning Policy of the service. • Undertake risk assessment, as and when required, and implement appropriate risk management planning. • Be aware and adhere to the service users daily nutritional requirements and the need for a balanced diet. • Prepare meals for the service users as required in compliance with HACCAP regulations/medical conditions/allergies. • Maintain high hygiene standards ensuring the living environment for the service users is homely, warm, clean and safe, conducive to a happy homelike environment. • Adhere to the Safe Administration of Medication Policy, as you will be required to assist in the checking of administration and observation of the service users post medication administration. • Be flexible and available to be rostered to days, night duty, overnights and unsociable hours (weekend/bank holiday) working patterns and which involves rotation across the different designated centres and day care service. • Work as part of a wider staff team & also have the ability to work on own initiative/as part of a smaller team • Be expected to develop competency in the area of lone working; as appropriate. • Hold a full, clean driving licence and drive the service transport • Expected to know and implement the policies and standards of practice recognised as best practice by the service, consistent with HIQA. • Engage in formal supervision process with line manager. • Compliance with all service Policies, Procedures and Guidelines along with National Legislation.
GENERAL	• <u>Confidentiality</u> You will be aware of the confidential nature of St Paul's CFCC and in <u>particular, the right of patients to confidentiality.</u> • <u>Policies & Procedures</u> You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.

	• Hygiene Standards The highest standard of hygiene must be maintained at all times and all staff members are responsible for ensuring compliance with the requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards. • Health and Safety Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of St Paul's CFCC mission, vision and values, as they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that St Paul's service remains a safe place to work. • Information Technology Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation. **Note:** These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of St Paul's CFCC. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Person Specification:

Job requirements	**Essential**
Qualifications	- QQI Level 5 or equivalent in a course appropriate to the running of the service e.g. Childcare/Social Care/SNA - Hold Full Irish driving licence and drive service transport
Experience	- Previous experience of supporting individuals presenting with an Intellectual disability - Experience of promoting community inclusion and active participation. - Experience providing individuals with positive behaviour supports - Experience working with Families, Clinicians and other networks of support
Organisational knowledge	- Knowledge and understanding of HIQA standards and how they apply to Residential Settings
Core Competencies and Special Aptitudes	- Possess excellent communication skills - Have experience of a key working role, focusing on promoting independence, community integration and assisting people with their

	will and preferences