Job Description

Job:	Respite Support Worker
Location:	Kilcar House, Tullow, Co Carlow & O'Neill Centre, Kilkenny
Permanent:	Full time, Part time and relief
Reporting to:	Respite Manager/PIC

Overall Purpose of the Post:

The purpose of the role is to work as a member of the team providing respite and home support services, in all Enable Ireland locations across Carlow and Kilkenny. To work with the children /young people through a person centred approach to meet their identified needs during their stay in active partnership and in line with the needs and wishes of each child and family.
This post will involve week day/ after school hours and weekend work.

Duties and Responsibilities

- Help create an atmosphere and which is inclusive and promotes each child's participation in terms of choice, and decision making and in which each child is enabled to reach their highest level of independence.
- Assist in implementing agreed programmes of care for each child, ensuring that each individuals varying needs are met in a way that promotes dignity and respect for the person.
- Work with the respite manager to help ensure that each person is enable to participate in day to day activities in the home and community, and in leisure activities in the home and in the local community which reflect their choice and interest.
- Work with the respite manager to help ensure that each person is enabled to carry out therapy, education, etc. in the service.
- Work with the respite manager to ensure that special equipment is used appropriately and maintained.
- Be familiar with the health and medical needs of each individual and ensure that these needs are met.
- Help ensure that a healthy diet is provided, taking into account any special dietary requirements and requests.
- Respite staff will be expected to display appropriate sensitivity while working closely with families and service users.
- Providing assistance to children with personal care including intimate personal care.
- Accompanying children on outings/leisure activities within the community.

- Facilitating children's involvement in their local community by sourcing and arranging appropriate community based activities.

Administration

- Become familiar with all Enable Ireland's Guidelines, Policies and Procedures and under the direction of the respite manager ensure their implementation.
- Report and record any incident however minor that may happen.
- Account for all petty cash monies on routine receipts if appropriate.
- Assist in the administration of medication where applicable.
- Ensures that all records and technical data are up to date and available.
- Ensures strict compliance with health and safety standards.

Staff

- Ensure that high professional standards are maintained at all times and in all aspects of work.
- Be supportive of other staff, so as to work effectively as a team.
- Add value to the service.

Planning and Organising of Activities and Resources

- The Respite Support Worker will in conjunction with the respite manager and the team assist with the implementation of Individual Programme Plans/Respite Programme, including play activities to promote and encourage the social, emotional and cognitive development which targets the individual needs of the child.
- Have direct responsibility for the care and hygiene standards within the respite area.
- Ensure that equipment, toys and furniture are maintained in good order; any breakages/damage must be reported to the line manager immediately.
- Record and report on a daily basis any contact messages, etc. to the line manager promptly.
- Act as bus escort in the transportation of children to/from home or to any other venue, as requested by the line manager and to also assist in the planning of daily activities/excursions.
- To take responsibility for the service users personal belongings, ensuring that they go home with them.
- Understands the importance of time management for themselves in particular by organising their assigned caseload effectively on a daily basis.
- Maintaining a disciplined and professional level of performance even under sustained or situational pressure.
- To provide challenging and enjoyable experiences, so that all children can grow and develop as competent learners within a loving and nurturing environment.

Service Delivery & Initiative

- To work in partnership with service users, parents, families/carers and others, as appropriate, to address the needs of the service user.
- To maintain the person's and family's right to a relationship of mutual trust, privacy, confidentiality and responsible use of information, especially in regards to new GDPR regulations.
- Have the functional and technical knowledge and skills to make a meaningful contribution to the service.
- Striving to achieve quality results at all levels of the service in line with the European Foundation for Quality Management (EFQM), as adopted by Enable Ireland.

- Takes initiative to move the service forward and shows a willingness to try out new ideas under supervision that add service delivery value.
- Is committed to achieving evidence-based goals and the continuous improvement of the service.
- Shows evident enthusiasm and a high level of motivation in their work and in completing projects.

Building and Maintaining Working Relationships/Team Working

- Ensures that all interaction with service users is approached with dignity, respect, equality and incorporates choice.
- Forms strong working relationships across all areas of the service; built on a common understanding.
- Demonstrates a supportive and reciprocating work style, including strong empathy with service users.
- Communicates effectively with parents of service users, so as to provide a children and family-centered service.
- Attend and actively participate in any relevant Respite Team meetings.
  Participate in training and developmental opportunities, as identified and agreed, to the benefit of both themselves and the service. Support and contribute to research initiatives, as required.
- A flexible shift system will operate.

Integrity & Decision Making

- Holds an appropriate and effective set of professional values and beliefs and behaves in line with professional standards as set down by Enable Ireland and relevant professional bodies.
- Ensure delivery of a quality service to each individual, providing personal assistance in all aspects of everyday living skills, carrying out any duties necessary to ensure the comfort and hygiene of the service users.
- Makes decisions in a well-judged and timely manner, bringing all relevant information to bear.
- Uses logical analysis to break complex problems into their component parts.
- Promotes and consistently supports the demonstration of evidence-based service delivery.
- Direct involvement in risk assessment and managing child protection in conjunction with the Designated Person.

This description is not restrictive and the post holder may be required to carry out other duties as requested by the Respite 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:	Respite 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 to €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/colleagues 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. Previous service tenure on a CDNT, which was managed by Enable Ireland as Lead Agency, and/or inwards secondment to Enable Ireland, qualifies for eligibility of Enable Ireland's sick pay benefits as outlined in the Enable Ireland Sick Leave Policy.
Redeployment:	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.