JOB DESCRIPTION

Job: Social Care Worker.
Location: Adult Day Services, West Limerick Hub (Newcastlewest/Rathkeale)
Contract Hours: 39 Hours per week
Contract Type: Full Time Permanent Post.
Reporting to: Service Coordinator, or delegated manager.

Overall Purpose of the Post:

The post holder will work as part of our dedicated Adult Day Services team, providing social care support to adults with physical and/or sensory disabilities, or mild to moderate intellectual disabilities and Autism. The post holder will support Service Owners with their needs, goals and activities in accordance with their individual preferences.

Key Duties and Responsibilities:

- Provide leadership and support to colleagues around person centred planning and approaches in line with policies.
- Assist service users to develop and maintain a "Circle of Support" with relevant participants of the service user's choice.
- Act as point of contact in the service on occasions where the manager may be absent.
- To work closely with Keyworkers to facilitate the Service Owner to identify, plan and implement their goals, and support them to participate in the activities of their choice.
- To follow the Service Owners' individual care plan to ensure their independence, comfort and health& wellbeing.
- To assist the Service Owner with all activities of daily living and therapy programmes as required.
- Be aware of health issues for each Service Owner and administer medication accordingly to Enable Ireland's medication policy.
- Maintain high standards in care practice at all times in accordance with organisational policies and procedures.
- Liaise with other staff agencies involved with the Service Owner as required, including for example therapy staff, respite services etc.
- 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 and ensuring Service Owners safety is paramount at all times.
- Act as a strong team member, sharing information and ideas with co-workers. This includes participating in staff meetings and keeping clear and concise records.
- As requested, to take particular responsibility for Service Owners through the key-worker system and support other Keyworkers to lead out on PCP process in line with Service owner's goals & wishes.
- Establish and maintain good working relationships with colleagues and Service Owners.including circles of support for each Service owner (e.g. Family members, Staff from other organisations i.e. residential)
- Adhere to Guidelines for Working with Adults and Families, as outlined in the Code of

Practice.

- Write and keep accurate records in line with procedures within the Day Services, at all times respecting the need for confidentiality.
- Actively stay up to date with developments in best practice, and participate in appropriate staff training/development programmes.
- Drive the service vehicle as required, in line with Enable Ireland policy and procedures and in keeping with national legislation.
- Any other appropriate duties as assigned by the Service Coordinator.

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:	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 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.