JOB DESCRIPTION

Job:	Social Care Worker.
Location:	Children's Services, CHO East.
Base:	Silverpine Respite House, Bray, Co. Wicklow. This post is based fully on site.
Contract Hours:	Full time posts are 39 hours per week (169 hours per month worked on a monthly roster basis). Successful candidate will be required to work days, nights and weekend shifts. Relief posts are not allocated set hours.
Contract Type:	Full Time, Part Time and Relief Posts.
Reporting to:	Person in Charge/Respite Manager, or delegated manager.

Overall Purpose of the Post:

To work as part of a dedicated and innovative team in a community-based house providing respite and holiday breaks for children with physical and sensory disabilities, Mild to moderate intellectual disabilities and or ASD within a quality framework.

Key Working Relationships:

Enable Ireland delivers services using the Social Model of Disability and as such has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders will be clearly identified.

Key Duties and Responsibilities:

- Adhere to Guidelines for Working with Children and Families as outlined in the Code of Practice.
- Understands the importance of time management for themselves and in particular how this translates to organising their assigned workload.
- Demonstrates the ability to arrange and schedule activities.
- Facilitate service users to be a part of their local community by assisting in their use of local resources and services.
- Enable service users to make decisions for themselves in all aspects of their lives, supporting the development of decision making and advocacy skills.
- Carry out duties in accordance with Enable Ireland Health & Safety procedures and ensuring service users safety is paramount at all times.
- Be aware of health issues for each service user and administer medication accordingly to Enable Irelands medication policy.
- Work with the service user to ensure that they maintain a high standard of personal and dental hygiene. Assist service users to maintain skills in these areas.
- Liaise with the interdisciplinary team involved with service users, e.g. therapy staff, teachers, etc. and attend any relevant meetings.
- Be familiar with the correct usage of service users' equipment.

- Act as a team member, sharing information and ideas with co-workers. This includes participating in house staff meetings as well as keeping a daily record of events in the house.
- Maintain high standards in care practice at all times in accordance with policy document.
- Take particular responsibility for service users through the key-worker system. This can involve developing and updating care plans, devising appropriate person centered risk assessments and sharing all relevant information with the staff team.
- Participate in external courses and in-service training as requested or required.
- Participate in supervision and personal development procedures.
- Establish and maintain good working relationships with colleagues and service users.
- Ensure that appropriate well-balanced meals are provided. Meal planning, shopping and cooking should include service users.
- Ensure the maintenance of a clean, safe and comfortable environment within the house. Domestic duties (washing and cleaning) should involve service users where appropriate.
- Maintain a child friendly and homelike environment.
- Write and keep records regarding on-going development of service users, at all times respecting the need for confidentiality.
- Where rostered, take on the duties and responsibilities of the Shift Co-ordinator in line with local policy.
- Keep abreast of developments in best practice and participate in appropriate staff training/development programmes.
- Drive minibus and car as required, complying with Enable Ireland policy and procedures regarding use of minibus.
- Carry out any duties required as a result of HIQA standards si 365-367.
- 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 CORU.
- Ensures that the delivery of Social Care services is in accordance with CORU's Code of Professional Conduct and Ethics for Social Care Workers, relevant legislation and Enable Ireland policies and procedures.
- Is registered with CORU as a Social Care Worker.
- Be aware of and practice the correct use of all equipment and report faults immediately.
- Ensure all accidents/incidents are reported and documented in keeping with Enable Ireland policies and procedures.
- Actively participates in the setting of team and organisational goals.
- Supports other members of the team as appropriate and as required.
- Participates in the induction of new staff into the service in a Buddy system, as required.
- Supervision of students on placement, as required.
- Understands and works within all Enable Ireland Guidelines Policies and Procedures, and under the direction of the Person in Charge/Social Care Leader. Ensures their implementation.
- Any other appropriate duties.

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:	Person in Charge (PIC)/Respite 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 €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: 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.