



## Job Description

**Job:** Family Support

**Location:** Clare

**Contract Hrs:** Variable Hours

**Contract Type:** Variable Contract

**Reporting to:** Family Support Coordinator

### **Overall Purpose of the Post:**

To provide in-home and community based support to children with additional needs and their families. The family support service will be coordinated by the Family Support & Respite Coordinators, who will prioritize families to be involved in the service, who agrees with each family the type and level of support to be provided. The family support worker will be supervised by and work closely with the Family Support & Respite Coordinator.

In order to provide a flexible family support service, the Family Support Worker will be required to work during evenings and weekends.

### **Responsibilities:**

- To work in accordance with Enable Ireland's code of Practice, Guidelines for working with children and families and other National Policies, Guidelines and procedures as appropriate.
- To work with service owners and families as agreed with the Family Support & Respite Coordinator. As family needs will change from time to time the family Support Worker will work closely with the Family Support & Respite Coordinator to ensure that the family support service offered meets changing family needs.
- In agreement with the Family Support & Respite Coordinator to liaise with other relevant personnel in relation to individual service owners and families.
- To take part in induction training or other in-service training relevant to the position.

### **Specific Responsibilities:**

- The Family Support Worker will work with service owners in a range of settings including the service owner's home and other community settings. At all times the Family Support Worker will be responsible for the safety and welfare of service user in his or her care.
- The Family Support Worker will be expected to display appropriate sensitivity while working closely with families.

### **Specific duties will include:**

- Maintaining a Code of Confidentiality and discretion in all dealings with service owners, their families and with staff.
- Providing assistance to service owners in areas of personal care.
- Providing assistance to service owners with Therapy Programmes.
- Completing and recording accurate reports
- Providing the parent/carer with time out from the home to pursue his/her own needs or to spend time with other family members.

- Accompanying service owners on outings/leisure activities within the community
- Facilitating service owners involvement in their local communities by sourcing and arranging appropriate community based activities.
- Keeping the Family Support & Respite coordinator informed of all issues of importance affecting service owners or families.
- Any other duties which may be assigned from time to time.

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.

**This description is not restrictive and the post holder may be required to carry out other duties as requested by the Family Support Coordinator**

**Terms & Conditions:**

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| <b>Responsible to:</b>                        | Family Support Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Probation:</b>                             | 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.                                                                                                                                                                                                                                                                                                      |
| <b>Salary:</b>                                | <p>The current salary scale for this post is €35,070 to €42,440 pro rata per annum.</p> <p>This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations</p>                                                                                                                                                                                                                                                                                                               |
| <b>Annual leave:</b>                          | Annual Leave entitlement is 10.7% of hours worked                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Pension Scheme:</b>                        | Enable Ireland operates a contributory pension scheme which all employees may join following their start date.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Medical:</b>                               | The successful candidate will be required to undergo a medical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Garda Clearance/<br/>Police Clearance:</b> | These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Sick Pay:<br/>(If applicable)</b>          | <p>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:</p> <p>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</p> |
| <b>Redeployment</b>                           | In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.                                                                                                                                                                                                                                                                                                                                                                                                              |