

## Social Care Worker Job Description

### Social Care Worker Job Specification & Terms and Conditions

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| <b>Job Title, Grade Code</b>       | <b>Social Care Worker (Grade Code: 3029)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Remuneration</b>                | <p>The salary scale for the post is:</p> <p>Insert the relevant salary scale for this position.</p> <p>€40,851 €42,408 €44,326 €45,729 €47,147 €48,572 €50,020 €51,500 €52,998 €54,552<br/>€56,155 5€7,217 <b>LSI</b> (01/02/26)</p> <p>Salary Scales are updated periodically and the most up to date versions can be found here: <a href="https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html">https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Campaign Reference</b>          | 98104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Closing Date</b>                | Two weeks from advert posting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Proposed Interview Date (s)</b> | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Taking up Appointment</b>       | A start date will be indicated at job offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Location of Post</b>            | <p>Sonas Day Service, Kilcoole. Co Wicklow</p> <p>There is currently 1 permanent whole-time vacancy available.</p> <p>A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Informal Enquiries</b>          | Emma Moran (PIC) 0860592177 + Sarah Magee (DSM) 0863837796 .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Details of Service</b>          | <p>At Sonas we provide care for adults who have complex needs and severe/ profound disability. We believe everyone should live an active, healthy and fulfilling life. We support our clients to live personalised meaningful lifestyles and achieve their goals both in service and in the community.</p> <p>Sonas Day Service provides opportunities for adults with disabilities to engage in meaningful activities facilitated by a professional team of care staff in a safe, friendly and supportive environment.</p> <p>Sonas Day Service has a team of professional nurses, social care workers and health care assistants who inspire to deliver a high standard of care in line with New Directions Policy.</p> <p>In Sonas each Individual supported has an individualised timetable, which is developed to incorporate physiotherapy, occupational therapy, speech and language therapy, cognitive therapy and community engagement.</p> |

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|                                              | Sonas Day Service is based in North County Wicklow, providing services to 6 individuals currently with a capacity of 10 individuals. Sonas provides a service to the individuals we support Monday to Friday.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Reporting Relationship</b>                | <ul style="list-style-type: none"> <li>Reporting to the Person in Charge (PIC)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Key Working Relationships</b>             | Person in Charge, Deputy Clients GPs families                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose of the Post</b>                   | <p>The primary function of the holder of this post is to assist with implementing the policies, aims and objectives of the location in collaboration with and under supervision of senior staff in the location.</p> <p>The organisation is committed to the provision of services designed to cater for the individual preferences of clients. Staff therefore must carry out their duties in line with the philosophies as postulated by the Council on Quality and Leadership which is the Quality Standard adopted by SHS and the national standards set out by Health Information and Quality Authority.</p> <p>The concepts as set out in the Outcomes Process of Identity, Autonomy, Affiliation, Attainment, Safeguards, Rights and Health and Wellness, must always be kept in focus by staff in their delivery of services to all our clients.</p> <p>The provision of a quality of life and a supportive atmosphere for individuals which always acknowledges and respects the rights and equality and personal dignity of the individual and promotes their independence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Principal Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>The provision of a quality of life and a supportive atmosphere for individuals that always acknowledges and respects the rights, equality and personal dignity of the individual and promotes their independence.</li> <li>Participating as a team member in the provision of support to the client.</li> <li>Co-operate and liaise with other relevant staff members on all matters affecting the care and identified needs of the individuals the team is supporting.</li> <li>Following and implementation of all local policies, company policies, procedures, and guidelines.</li> <li>Reporting to the Person in Charge on a regular basis on the effective operation of the Location.</li> <li>Acting in such a manner as to assure a safe and effective work and living environment.</li> <li>Reporting all concerns about the safety and well-being of all clients as per section 3.2 of Trust in Care.</li> <li>Attending &amp; participating in scheduled staff meetings.</li> <li>Ensuring that all written/electronic records are completed and up to date.</li> <li>Addressing the basic health care needs of the individual in the Location.</li> <li>Offering general assistance and support to clients as necessary.</li> <li>Ensuring the general involvement and participation of all clients in the activities of the Location.</li> <li>Encouraging the active participation of volunteers, clients' friends and relatives in the activities of the Location.</li> <li>Developing close contacts with the local community and actively encouraging community integration for the individuals living in the house.</li> <li>Being a proactive advocate on behalf of the individual &amp; encourage client to become a self-advocate.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Where necessary, implementing programmes designed to assist a client in learning new skills.</li> <li>• Administering Medication in line with company policy.</li> <li>• Driving company vehicle.</li> <li>• Participating in swimming activities as required.</li> <li>• Participating in activities alongside client as detailed in their Person Centred Plans.</li> <li>• To implement the Outcomes Star process and to ensure Person Centred Plans are developed in consultation with clients, are carefully monitored and reviewed and are available for inspection during reviews.</li> <li>• Support the general appearance of clients as well as respect for the overall cleanliness, hygiene, and standard of assigned area.</li> <li>• To be responsible for the personal hygiene of clients as appropriate to their individual needs which may range from supervision and prompting to assistance with bathing, dental hygiene, toileting, clothing changes and intimate care.</li> <li>• To participate/support in meal preparation, cooking and assisting with feeding as required.</li> <li>• Acting as a responsible member of the team in promoting good communication and good teamwork skills within the location.</li> <li>• To communicate with and assist parents, families, and visitors in a pleasant and professional manner.</li> <li>• To communicate relevant information in an accurate and timely manner to all relevant persons as required.</li> <li>• To report and record all relevant details of any issues of concerns.</li> <li>• To be flexible and willing to work in various areas of the service as needs arise.</li> <li>• To participate in staff development and in-service training relevant to the post as may be organised from time to time.</li> <li>• To dress appropriately as per policy.</li> <li>• To ensure that all files are maintained in a professional manner and in keeping with regulations, policies, and best practice.</li> <li>• To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.</li> <li>• To assist in maintaining the House/Location/Facilities/Equipment in a clean and tidy condition, always complying with local Policies &amp; Procedures in relation to Health &amp; Safety and Infection Control.</li> <li>• Ensure confidentiality is always followed as per policy.</li> <li>• Lone working where required.</li> <li>• Designated Keyworkers for clients with complex social and emotional needs – (This is deemed by the PIC in consultation with their OM)</li> <li>• Assigned and trained as Soft Works Coordinators,</li> <li>• Social Care workers can be assigned as shift lead</li> <li>• SCW can be assigned as Local Health and Safety and fire safety rep</li> <li>• Shift leads will be responsible for supporting the management with</li> </ul> |
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|                                                       | <ul style="list-style-type: none"> <li>- Allocation of daily tasks at shift start</li> <li>- Ensuring daily tasks are complete before shift end</li> <li>- Arranging shift cover when required where DSM is unavailable</li> </ul> <p>Any other duties as may be assigned from time to time by the Person in Charge.</p> <p><b>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Risk Management, Quality, Health &amp; Safety”</b> | <p>All employees have general statutory obligations under Section 13 and 14 of the Safety Health and Welfare at Work Act 2005 as follows:</p> <ul style="list-style-type: none"> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated SHS protocols for implementing and maintaining these standards as appropriate to the role. Comply with relevant statutory provisions and take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions at work.</li> <li>• Co-operate with Sunbeam House Services and any other person to enable relevant statutory provisions to be complied with.</li> <li>• Not engage in improper conduct or other behavior that is likely to endanger their own safety, health and welfare at work or that of any other person.</li> <li>• Attend training as required particularly training in relation to safety, health and welfare at work or relating to the job carried out.</li> <li>• Make correct use of the safety equipment, clothing or training provided, or other items provided for their safety, health and welfare while at work.</li> <li>• Not to intentionally, recklessly, or without reasonable cause, interfere with, misuse or damage any appliance or safety equipment provided to secure the safety health or welfare of persons arising at work.</li> <li>• Not to intentionally or recklessly place at risk the safety, health or welfare of other staff, clients, contractors or visitors or any person in connection with work activities.</li> <li>• Report to the Operations Manager/Senior Operations Manager/Person in Charge without delay any defects in equipment, article or substance, place of work, or systems of work which might be a danger to safety, health and welfare of which they are aware.</li> <li>• Report to the Operations Manager/Senior Operations Manager/Person in Charge without delay any work being carried on or likely to be carried on in a manner that might be a danger to safety, health and welfare of which they are aware, and any contravention of the relevant statutory provisions that may be a danger to safety, health and welfare of which they are aware.</li> <li>• Report all accidents immediately no matter how trivial to the Operations Manager/Senior Operations Manager/Person in Charge and Safety Officer using the organisation’s Accident Report Form.</li> </ul> |

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|                                                                                           | <ul style="list-style-type: none"> <li>Ensure they are not under the influence of an intoxicant to the extent that they are a danger to their own safety health or welfare at work or that of any other person, and submit to any appropriate, reasonable and proportionate tests by a competent person if reasonably required by Sunbeam House Services.</li> </ul> <p><b>In addition, staff are reminded that:</b></p> <ul style="list-style-type: none"> <li>They are not allowed to attend the premises or carry out duties whilst under the influence of drink or illicit drugs. Any person found breaking this rule will be liable to instant dismissal.</li> <li>Any person who becomes aware that they are suffering from any disease or physical or mental impairment which would be likely to cause them to expose themselves to a risk of danger they must immediately inform their Operations Manager/Senior Operations Manager, Person in Charge or Supervisor.</li> <li>Any person who is under medical supervision or on prescribed medication and who has been certified fit for work should notify their Operations Manager/Senior Operations Manager, Person in Charge or Shift Lead of any known side effects or temporary disabilities which could hinder their work performance, and which may be a danger to themselves, their fellow workers or clients.</li> <li>Staff may be required to undergo a medical assessment of their fitness to perform work activities that give rise to critical risks to the safety, health and welfare of other staff, clients or others.</li> </ul> <p>Whilst on duty, staff are not permitted to wear any item of clothing, footwear or jewellery which may cause a risk of injury to themselves, clients or staff colleagues. Staff who work with clients must ensure they are appropriately dressed for the nature of work carried out and are aware of potential dangers to clients and themselves regarding, for example, large fingernails, shoes, belts, buckles, jewellery, ties, hair and so on. Flip-flops, mules, slippers or high heels are not suitable footwear for staff working with clients. Wearing quantities of rings or bracelets or neck chains is not appropriate. The wearing of earrings other than a simple stud is specifically prohibited. The wearing of any other type of ring in pierced areas of the body is prohibited. The direction of the Person in Charge (or in their absence the person in charge of the work shift) and Operations Manager/Senior Operations Manager must be adhered to.</p> |
| <b>Education &amp; Training</b>                                                           | <ul style="list-style-type: none"> <li>Engage in the SHS performance appraisal process in conjunction with your PIC as appropriate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Post Specific Requirements</b>                                                         | <ul style="list-style-type: none"> <li>CORU registration and annual re- registration and CPD – competencies for role will correspond with those required for SCW registration under CORU.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Other requirements specific to the post</b>                                            | <ul style="list-style-type: none"> <li>Hold a full driving licence and have access to a car</li> <li>Be available to work over 7 days</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campaign Specific Selection Process</b><br><br><b>Ranking/Shortlisting / Interview</b> | <p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the A of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b>Diversity, Equality and Inclusion</b> | <p>The Organisation is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all employees, clients and organisation contacts equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community. The Organisation believes that embracing equality and diversity in the workplace benefits not just the Organisation but also individual employees, departments and our clients. All our employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We want to utilise the widest range of skills, knowledge and experience in our Organisation while complying with legislation.</p> <p>As well as treating people with dignity and respect, the Organisation strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings promotes innovation and helps make us more creative and productive</p> |
| <b>Code of Practice</b>                  | <p>Sunbeam House Services will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>The CPSA Code of Practice can be accessed via <a href="https://www.cpsa.ie/">https://www.cpsa.ie/</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Social Care Worker

### Terms and Conditions of Employment

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| <b>Tenure</b>       | <p>The current vacancy available is <b>permanent</b> and <b>whole time</b>.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p> |
| <b>Remuneration</b> | <p>The Salary scale for the post is: (Pro Rata - part-time)</p> <p>€40,851 €42,408 €44,326 €45,729 €47,147 €48,572 €50,020 €51,500 €52,998 €54,552 €56,155 5€7,217 LSI (01/02/26)</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in</p>                                                                                                                            |

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|                                                        | respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Working Week</b>                                    | The standard working week applying to the post is to be confirmed at Job Offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Annual Leave</b>                                    | The annual leave associated with the post will be confirmed at Contracting stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Pension Scheme</b>                                  | This is a pensionable position with SHS. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Age</b>                                             | If an employee wishes to work past their 65 <sup>th</sup> birthday they must notify HR and their manager with their retirement a minimum of 3 months before the date they wish to retire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Probation</b>                                       | Every appointment of a person who is not already a permanent employee of SHS shall be subject to a probationary period of 6 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Protection of Children Guidance and Legislation</b> | <p>The welfare and protection of children is the responsibility of all SHS staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: <a href="#">HSE Children First webpage</a>.</p> |
| <b>Infection Control</b>                               | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated SHS protocols for implementing and maintaining these standards as appropriate to the role.                                                                                                                                                                                                                                                                                                                                                                                |