

**BROTHERS OF CHARITY SERVICES IRELAND
CLARE REGION**

PARTICULARS OF EMPLOYMENT

POST OF SUPPORT WORKER (Ref: 27/17)

LOCATION : SHANNON/NEWMARKET ON FERGUS

The Brothers of Charity Services Ireland – Clare Region are a community based, person centred organisation focussing on the needs and abilities of children and adults with intellectual disabilities. The goal of the organisation is to support people with intellectual disabilities to achieve a full and valued life in their community.

Our focus going forward is to form a relationship with each individual and their family, enabling them to design their own service so that they can enjoy a real life in a real place with a healthy balance of supports.

We wish to create opportunities for people with an intellectual disability to have valued social roles in their communities and to have the chance to form real friendships.

1. Tenure of Employment

'If and When Required' Relief Purpose.

2. Probation

A probationary period of nine months from the date of appointment applies to the post. The employment may be terminated at any time during the probationary period should the employer find that the appointee is unsuitable to continue employment. The probation period may be extended at the Employer's discretion.

3. Performance Review

During the period of your employment, your work performance will be monitored and assessed and if found to be unsatisfactory, your employment will be terminated, at the absolute discretion of Management.

4. Pension

Membership of a Superannuation Scheme is compulsory for all staff.

The terms of the Service's Pension Schemes are those prescribed under the terms of the Health Agency Schemes:

- Entrants **prior** to 31st December, 2012 are members of the Nominated Health Agency Superannuation Scheme (N.H.A.S.S.).
- New Entrants **after** 1st January, 2013, are members of the Single Public Service Pension Scheme.

5. PRSI

The Class A rate of PRSI contribution will apply to all temporary/permanent appointees.

6. Sick Pay Scheme

The terms and conditions of the Sick Pay Scheme will apply.

7. Qualifications/Experience

FETAC Health Care (Level 5) (or equivalent) or working towards same or willing to undertake to complete same (or equivalent) [at candidates own expense].

Applicants must possess the competencies and skills appropriate to working with persons with an intellectual disability.

The Brothers of Charity Services Ireland – Clare Region reserves the right to determine relevant qualifications/suitability for the post.

8. Hours of Duty

'If and When Required' Relief Purpose.

The appointee must be flexible with regard to hours of duty and available and willing to work afternoons, evenings, weekends and sleepovers.

9. Annual Leave

23 days per annum (pro-rata basis).

10. Remuneration

Remuneration will be based on the Department of Health Care Assistant ME Salary Scale (01/11/2013 Merged) commencing at €25,529 per annum basic before premium pay (pro-rata), commensurate with qualifications and experience.

**Chie OF CHARITY SERVICES IRELAND
CLARE REGION**

JOB DESCRIPTION

POST OF SUPPORT WORKER (Ref: 27/17)

LOCATION : SHANNON/NEWMARKET ON FERGUS

Accountability and Working Relationships:

Job Title:	Support Worker
Accountable To:	Service Leader (or Designate)
Reports To:	Regional Manager (or Designate) Team Leader/Co-Ordinator (or Designate)

Role Description:

People we support have consistently asked us to help them with choices on where to live, where to work, develop relationships and enjoy their leisure time. This has informed the Brothers of Charity Services Ireland – Clare Region to support people to have a real life in a real place. As a support worker you will play a pivotal role in helping people in their community.

You will need to have a good relationship with the person you support and help them to advocate for themselves and on their behalf. Their welfare and wellbeing will be your prime consideration. You will need to be understanding and have a positive outlook to help the person fulfil their personal goals and dreams.

As part of a team you will identify and put into place appropriate supports for the individual you work with. You will work closely with families, staff and people in the community to make best use of supports available at any one time from within the Brothers of Charity Services Ireland – Clare Region or in the community.

Principal Duties and Responsibilities of the Post:

1. To treat individuals availing of our service with respect and dignity.
2. To be aware of the authentic needs of each person being supported.
3. Use individual person centred planning or any other appropriate tool to learn about each individual's outcome priorities. Establish with the individual steps to achieve his/her outcome priorities.
4. Identify and establish services and supports needed to assist the person to achieve his/her outcomes and liaise with family members, volunteers, other staff and professionals as appropriate.
5. To contribute in a respectful and positive way to the persons well being and development. You will be personally and actively engaged in supplying the things that have been proven to help the person.
6. The support worker must have the ability and interest to develop community networks and encourage natural circles of support.
7. To make significant efforts to understand the person's life story, to gain a sense of the way the person experiences difficult times, and to discover hopeful possibilities for developing the person's gifts and capacities.
8. Is aware of the person's ongoing health needs and assisting with them where required.
9. Where required, provide direct practical help, support and guidance to individuals in their daily living, such as personal/home care.

10. To listen to the individual's wishes and support the person to advocate for themselves. Where required, assist them by advocating on their behalf or to access the independent advocacy services.
11. To actively search for opportunities for the person to make personally satisfying contributions through involvement in valued roles in their community.
12. To ensure that all matters relating to individuals availing of our service are confidential.
13. To adhere to the HIQA Standards within your work location.
14. Be conscious of Health & Safety matters in the workplace and, in particular, to comply with employees' obligations as set out under Section 9 of the Safety, Health and Welfare at Work Act, 2005. Ensure that the procedures set out in the Safety Statement are implemented at all times. Become familiar with and practise fire drill procedures within places of work, i.e. fire detection, evacuation and fire fighting.
15. Ensure that all accidents are reported promptly to your Team Leader/Co-Ordinator.
16. To attend all training that is offered to you, so that you fully understand and work with all the procedures and guidelines within the organisation.
17. It is your duty to report any concerns you have for the safety and welfare of the clients of the Brothers of Charity Services Ireland – Clare Region to your Manager immediately in line with Trust in Care (2005). You are also legally obliged to comply with the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012.
18. To perform such other duties as may be assigned from time to time by the Service Leader (or Designate).
19. As the duties and responsibilities of any post in the Services are likely to change with the ongoing needs of the Service, staff are expected to have a high level of flexibility, and a willingness and an ability to develop new approaches to their work. The context of this post may change as the organisation grows.

This Job Description is intended as a basic guide to the scope and responsibilities of the position, it is subject to regular review and amendment as necessary.

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CLARE REGION**

PERSON SPECIFICATION

POST OF SUPPORT WORKER (Ref: 27/17)

LOCATION : SHANNON/NEWMARKET ON FERGUS

Factors	Essential	Desirable
Qualifications	FETAC Health Care (Level 5) (or equivalent) or working towards same or willing to undertake to complete same (or equivalent) [at candidates own cost].	Basic First Aid. Basic Food Hygiene. Basic Manual Handling.

Factors	Essential	Desirable
Experience	Experience of working with adults with intellectual disabilities. Positive attitude towards individuals with disabilities based on understanding their rights and needs. Experience of dealing with challenging situations. Demonstrate life experience and/or education background that will benefit the person you will support.	

Factors	Essential	Desirable
Knowledge	An awareness of /interest in disability issues. Good knowledge of local area/community.	Awareness of possibilities for inclusive participation in communities locally. An awareness of and interest in mental health issues.

Factors	Essential	Desirable
Skills and Abilities	A positive 'can do' attitude. Enthusiastic, reliable, flexible and sensitive manner. Commitment to real community integration for individuals with intellectual disabilities. Ability to initiate strong links within the local community. Ability to work as an individual and/or as part of a team. Ability to understand and cope with emergency and/or sometimes challenging situations.	IT skills. Report writing skills (i.e. accident/incident Report Forms). Interest in promoting healthy living.

	<p>Good planning skills and the ability to contribute to the development and implementation of Person Centred Plans.</p> <p>Ability to communicate effectively with individuals, colleagues, families and others.</p> <p>Self-motivation and the ability to use one's own initiative.</p> <p>Ability to support individuals to acquire valued social roles.</p> <p>The provision of intimate care.</p>	
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Factors	Essential	Desirable
Other Requirements	<p>Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</p> <p>Full clean driving licence (which permits the holder to drive in Ireland) is required for all positions in the Brothers of Charity Services Ireland – Clare Region (Provisional Licences are <u>NOT</u> Acceptable).</p> <p>Car Owner/Use of Car.</p> <p>Available and willing to work day, evening, weekend and sleepovers.</p> <p>Eligibility to work in Ireland (see Recruitment and Selection Procedures Section Entitled Eligibility to work with the Brothers of Charity Services Ireland – Clare Region.</p>	