

The CRC delivers a range of services to children and adults with disabilities both nationally and locally through our centres in Dublin, Limerick and Waterford and our Outreach Services. The mission of the CRC is that by working together we make a positive difference to the lives of people with disabilities, their families and carers. Our vision is that people with disabilities achieve their potential and live full lives as equal and valued citizens.



Community Support Worker

Specified Purpose Contract, Part-Time 0.6 WTE- 23.4 hours

Flexibility to work some evenings and weekends as required is essential as services are delivered in line with the needs of the individuals (Monday to Sunday roster 8am-8pm).

Based in Firhouse Local Centre & Community hubs

Community Support Workers in CRC Local Centres are responsible for supporting the individual goals of adults through a Person-Centred Planning (PCP) process based on HSE New Directions Policy, as well as providing individualized personal care support as required. This is an exciting opportunity for those wishing to progress their career in social care.

Applicants for this position should have the following **essential** criteria:

- At least 6 months experience of working with adults with disabilities. This should include management of all aspects of personal care.
- A working knowledge of the New Directions policy
- Have a working knowledge of safeguarding and safeguarding policies
- A minimum of social studies or other relevant qualification such as Healthcare Support – QQI Level 5 full award is essential
- Acting as a Key Worker for adults with disabilities
- Be an excellent and innovative team member with a strong commitment to the empowerment of people who have a disability

The following criteria are **desirable** but not essential:

- The ability to plan and work with adults and their supports to ensure a meaningful day in line with their aspirations
- The ability to work on their own initiative
- Supporting adults with significant feeding and swallowing difficulties, including specific supports such as suctioning

Informal enquiries to Elizabeth Plunkett, Interim Firhouse Local Centre Manager, tel 087-310 5185. Department of Health Salary Scale, Healthcare Assistant (full-time rate €29,710 to €38,290).

Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply. *Please forward a letter of application quoting relevant reference number **CRC123/22** with a full CV to; Human Resources Department by email to recruit@crc.ie or through Irish Jobs. Applications must be received on or before 5pm, Monday, 3rd of October 2022. Interviews are scheduled to take place on the 14th of October.*

A panel may be created for future posts in Adult Services.

CENTRAL REMEDIAL CLINIC

JOB DESCRIPTION

Job Title and Grade	Community Support Worker – Firhouse local centre & Community hubs Healthcare Assistant Grade
Location of Post	This programme is part of the Firhouse local centre and the programme will be based in a CRC Community hub. The CRC has other locations in Dublin, and the post holder may have to travel to other sites.
Details of Service	<p>The post holder will have responsibility for:</p> <ol style="list-style-type: none"> 1. The delivery and monitoring of personal care to adults of the under the guidance of the Training Manager 2. Acting as Key Worker for certain assigned adults on the programme 3. The initiation, delivery and management of certain timetabled activities for adults as directed by the Manager 4. Draft individualised timetables for adults on the programme 5. Day to day administration of certain aspects of the programme as assigned by the Manager 6. Being an Active member of the Firhouse staff team 7. The delivery and administration of Person-Centred Plans in partnership with adults attending the centre. 8. Based on the service delivery model New Directions, Community Support Workers will be required to have flexible working hours requiring evening and/or weekend work
Reporting Relationship:	<p>The post holder will report to: The support worker reports to the Firhouse manager. In his/her absence to the Senior CSW or Adult Service manager</p>
Key Working Relationships:	<p>The post holder will:</p> <ul style="list-style-type: none"> • Work with adults who attend the programme • Work with colleagues and the Coordinator and Manager. • Liaise with other colleagues in the CRC i.e. therapy and clinic services as referral requires. • Liaise with family with permission of individual adults. • Link in with other colleges and training providers to enhance progression and employment opportunities for adults on the programme • Engage and participate in the Discovery process for adults to ensure delivery of a personal centred plan
Purpose of the Post	The post holder will be expected to:

The delivery and monitoring of personal care to adults under the guidance of the Manager. This includes:

- Respecting the dignity, rights and confidentiality of the adults in his/ her care
- Implementing programmes of care and other person-centred programmes as agreed with the manager
- Applying policies and practices of the organisation as applicable to the care of the adults
- Consulting regularly with adults in the centre as to their individual care needs and preferences and making every effort to respond to these in a sensitive and appropriate manner
- Being aware of the changing needs of adults and informing the manager of any changes that are of concern or that require particular attention
- Treating carers and family members with dignity and respect

The initiation, delivery and management of certain activities as directed by the Manager. This includes:

- Assisting in the planning, organising and carrying out of activities and taking cognisance of the wishes of the group in the provision of activities
- Ensuring that adequate preparation and planning is undertaken in the provision of activities
- Being responsible for ensuring that adequate personal care is provided while activities are taking place

Day to day administration of certain aspects of the programme as assigned by the Coordinator/Manager. This includes:

- Administrative duties as required, including report writing, correspondence with outside agencies and maintenance of files/records
- Maintenance and general care of equipment and materials.
- Management of files

Being an Active member of the staff team. This means:

- Participation and active involvement in regular meetings with the manager and staff team meetings
- Working co-operatively with all the staff team so as to provide a high-quality service
- Co-operating with the manager in any review of policies and procedures of the Centre and the CRC

Additional Duties:

- Ensuring that training premises are maintained as a suitable and stimulating environment for the adults attending the centre

Training and Development

- Assisting in the supervision and training of volunteers, students and any other staff at the request and under the guidance of the manager

	<ul style="list-style-type: none"> • Attending training, seminars, conferences, courses as appropriate to post and as approved / directed by centre manager • Participate in Independent Living Training, a new initiative which will require occasional overnights to support adults in their new living environment <p><u>Risk, Health and Safety</u></p> <ul style="list-style-type: none"> • Complying with Health and Safety regulations and the Safety Statement of the CRC & Firhouse Local Centre • Complying with all CRC policies and procedures • Ensuring that the maintenance and general care of equipment, materials etc. is carried out • Staff in the Firhouse Local Centre may have additional duties around the security of the centre e.g. opening up & locking up and key holding and ensuring the security of the centre
<p>Skills, competencies and/or knowledge</p>	<p>The candidate must demonstrate:</p> <ul style="list-style-type: none"> • Excellent overall communication and interpersonal skills, including report writing • Flexibility, adaptability, and openness to working effectively in a changing environment • The ability to work and communicate effectively in a team environment • IT skills to include email, word and excel • Good awareness of health & safety issues • The ability to act as a Key Worker and plan activities where required <p><u>Essential Criteria</u></p> <p>Professional Knowledge</p> <ul style="list-style-type: none"> • At least 6 months experience of working with adults with disabilities. This should include management of all aspects of personal care. • A working knowledge of the New Directions policy • Have a working knowledge of safeguarding and safeguarding policies • A minimum of social studies or other relevant qualification such as Healthcare Support – QQI Level 5 full award is essential • Acting as a Key Worker for adults with disabilities • Excellent communication and interpersonal skills • Good awareness of health and safety issues • Report writing and good IT skills to include Microsoft office – Excel, Outlook and Word • Be an excellent and innovative team member with a strong commitment to the empowerment of people who have a disability

	<p><u>Desirable competencies:</u></p> <ul style="list-style-type: none">• The ability to plan and work with adults and their supports to ensure a meaningful day in line with their aspirations• The ability to work on their own initiative• Supporting adults with significant feeding and swallowing difficulties, including specific supports such as suctioning <p><i>The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.</i></p>
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