

*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**

### **Coolock Local Centre & Community hubs**

#### **Permanent contract, Full time-39 hours per week**

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 Aleksandra Kozka, Coolock Local Centre Manager, mobile: 0870568107. 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. 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).

*Please forward a letter of application quoting reference number **CRC87/22** with a full CV to; Human Resources Department by email to [recruit@crc.ie](mailto:recruit@crc.ie) or through Irish Jobs. Applications must be received on or before 5pm, **Monday, 19th September 2022**. Interviews are expected to take place on **29th and 30th September**.*

## CENTRAL REMEDIAL CLINIC

### JOB DESCRIPTION

<b>Job Title and Grade</b>	<b>Community Support Worker - Local Centres</b> Healthcare Assistant Grade
<b>Location of Post</b>	This post is based in either Clontarf, Coolock, Firhouse, Hartstown and Community hubs. The CRC has other locations in Dublin, and the post holder may have to travel to other sites. There may be requirement to work across locations.
<b>Details of Service</b>	The post holder will have responsibility for: <ol style="list-style-type: none"> <li>1. The delivery and monitoring of personal care to adults of the LC under the guidance of the centre Manager. This will include supporting adult's toileting and with significant feeding and swallowing difficulties including supports such as suctioning, using PPE</li> <li>2. Acting as Key Worker for certain assigned adults in the LC</li> <li>3. The initiation, delivery and management of certain timetabled activities for adults as directed by the Manager</li> <li>4. Day to day administration of certain aspects of the LC programme as assigned by the Manager</li> <li>5. Being an Active member of the LC staff team</li> <li>6. The delivery and administration of Person Centred Plans in partnership with adults attending the centre.</li> </ol>
<b>Reporting Relationship:</b>	The post holder will report to: The support worker reports to the Manager of the Local Centre. In his/her absence to a Senior Support Worker or designated deputy.
<b>Key Working Relationships:</b>	The post holder will: <ul style="list-style-type: none"> <li>• Work with adults who attend and use the service in the Local Centre.</li> <li>• Work with colleagues and the centre Manager.</li> <li>• Liaise with other colleagues in the CRC i.e. therapy and clinic services as referral requires.</li> <li>• Liaise with family with permission of individual adults.</li> </ul>
<b>Purpose of the Post</b>	The post holder will be expected to: <ul style="list-style-type: none"> <li>• Act as a Key Worker to individual adults</li> <li>• Delivery and administration of Person Centred Plans, individualised work/and support which is in line with New Directions - record keeping of Person Centred Planning/'Discovery' with adults</li> <li>• Explore and provide new opportunities, activities and experiences in the community for adults in the centre</li> <li>• Participate in and/lead group and individual activities with adults in the centre</li> <li>• Delivery of a high standard of personal care and support as required</li> </ul>
<b>Principal Duties and Responsibilities</b>	<b><u>Responsibilities / Duties:</u></b>  <b>Acting as key worker for adults in the LC.</b> <b>This means:</b> <ul style="list-style-type: none"> <li>• Delivery of person-centred planning/'discovery' with individual adults and recording same.</li> <li>• Actively supporting individual adults in exploring new opportunities and activities/experiences in the community.</li> </ul>

<p><b>Principal Duties and Responsibilities (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Supporting adults in identifying and working on personal goals and ambitions.</li> <li>• Taking particular responsibility for a designated key group of adults as assigned by the manager. This involves being aware of the adult’s personal circumstances and individual needs, advocating on their behalf if requested and recording their progress in the centre</li> <li>• Being prepared to discuss with adults in the centre and if necessary and with the adult’s consent, their families and carers, any matters relevant to their care, personal development and future. The manager must be consulted before contact is made with the carer</li> <li>• Reporting to and consulting with the manager on all matters relating to the care and interests of the adults attending the centre that are brought to his/her attention</li> <li>• Facilitating adults and exploring personal choices and options</li> <li>• Liaising with other CRC staff members and /or other agencies if requested by the adults in the centre and agreed by the manager</li> <li>• Participating in community outings, evenings, weekends, overnight trips or short holidays</li> <li>• Lone working in the community</li> </ul> <p><b>The delivery and monitoring of personal care to adults of the LC under the guidance of the Manager. This includes:</b></p> <ul style="list-style-type: none"> <li>• Supporting adults with significant feeding and swallowing difficulties including supports such as suctioning, using PPE.</li> <li>• Supporting adults with toileting needs as required, using PPE</li> <li>• Respecting the dignity, rights and confidentiality of the adults in his/ her care</li> <li>• Implementing programmes of care and other person-centred programmes as agreed with the manager</li> <li>• Applying policies and practices of the organisation as applicable to the care of the adults</li> <li>• 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</li> <li>• Being aware of the changing needs of adults and informing the manager of any changes that are of concern or that require particular attention</li> <li>• Treating carers and family members with dignity and respect</li> </ul> <p><b>The initiation, delivery and management of certain activities as directed by the Manager. This includes:</b></p> <ul style="list-style-type: none"> <li>• Assisting in the planning, organising and carrying out of activities and taking cognisance of the wishes of the group in the provision of activities</li> <li>• Ensuring that adequate preparation and planning is undertaken in the provision of activities</li> <li>• Being responsible for ensuring that adequate personal care is provided while activities are taking place</li> </ul> <p><b>Day to day administration of certain aspects of the LC programme as assigned by the Manager. This includes:</b></p> <ul style="list-style-type: none"> <li>• Administrative duties as required, including report writing, correspondence with outside agencies and maintenance of files/records</li> <li>• Maintenance and general care of equipment and materials.</li> <li>• Management of files</li> </ul>
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	<ul style="list-style-type: none"> <li>• Management and writing of care plans.</li> </ul> <p><b>Being an Active member of the LC staff team. This means:</b></p> <ul style="list-style-type: none"> <li>• Participation and active involvement in regular meetings with the manager and staff team meetings</li> <li>• Working co-operatively with all the staff team so as to provide a high-quality service</li> <li>• Co-operating with the manager in any review of policies and procedures of the LC and the CRC</li> </ul> <p><b>Additional Duties:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that LC premises are maintained as a suitable and stimulating environment for the adults attending the centre</li> </ul> <p><b><u>Training and Development</u></b></p> <ul style="list-style-type: none"> <li>• Assisting in the supervision and training of volunteers, students and any other staff at the request and under the guidance of the manager</li> <li>• Attending training, seminars, conferences, courses as appropriate to post and as approved / directed by centre manager</li> <li>• Participate in Independent Living Training, a new initiative which will require occasional overnights to support adults in their new living environment</li> </ul> <p><b><u>Risk, Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• Complying with Health and Safety regulations and the Safety Statement of the CRC &amp; LC</li> <li>• Complying with all CRC policies and procedures</li> <li>• Ensuring that the maintenance and general care of equipment, materials etc. is carried out</li> <li>• Staff in LC centres may have additional duties around the security of the centre e.g. opening up &amp; locking up and key holding and ensuring the security of the centre</li> </ul>
<p><b>Skills, competencies and/or knowledge</b></p>	<p>The candidate must demonstrate :</p> <p><b><u>Professional Knowledge</u></b></p> <p>Essential Criteria</p> <ul style="list-style-type: none"> <li>• Excellent overall communication and interpersonal skills, including report writing</li> <li>• Flexibility, adaptability and openness to working effectively in a changing environment</li> <li>• The ability to work and communicate effectively in a team environment</li> <li>• IT skills to include email, word and excel</li> <li>• Good awareness of health &amp; safety issues</li> <li>• The ability to act as a Key Worker and plan activities where required</li> <li>• A minimum of social studies or other relevant qualification such as Healthcare Support – QQI Level 5 full award is essential</li> </ul> <p>Desirable criteria/competencies:</p>

	<ul style="list-style-type: none"><li>• At least six months experience of working with adults with disabilities.</li><li>• Working knowledge of New Directions policy</li><li>• Experience of managing all aspects of personal care</li><li>• A working knowledge of New Directions Policy and PCP's</li><li>• Act as Key Worker for adults with disabilities</li><li>• The ability to plan and work with adults and their support to ensure a meaningful day in lien with their aspirations</li><li>• Supporting adults with significant feeding and swallowing difficulties, including providing specific supports such as suctioning</li></ul> <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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