

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.



Driver / Community Support Worker Firhouse Local Centre & Community Hubs

Permanent contract, full-time 39 hours per week, flexibility to work evenings and weekends essential. Moving to Monday to Sunday Rosters 8am to 8pm.

The Driver / Community Support Worker will have responsibility for the safe transport of adults to and from the Centre and other driving duties as required. As part of the Community Support Worker role, you will support adults in achieving their goals in their local community. This is achieved through a Person Centred Planning (PCP) process based on HSE New Directions Policy.

Applicants for these positions should have the following essential criteria:

- A social studies or other relevant qualification – QQI Level 5 full award
- Hold a clean D1 driving licence and be compliant with CPC regulations
- Have the ability to plan and implement suitable activities in partnership with adults
- Ability to work on their own initiative
- Excellent written and verbal communications skills
- Have a good awareness of health & safety issues
- IT skills to include Microsoft Outlook and Word applications
- Be a creative 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:

- At least six months experience of working with adults with disabilities
- A working knowledge of the New Directions policy
- One year's relevant driving experience
- The ability to plan and work with adults and their supports to ensure a meaningful day in line with their aspirations and goals
- Acting as a Key Worker for adults with disabilities
- Supporting adults with significant feeding and swallowing difficulties, including providing specific supports such as suctioning

Informal enquiries to Elizabeth Plunkett, Coordinator, Tel 01 4621 826. Department of Health Salary Scale, Healthcare Assistant (Salary range €29,710 to €38,290 per annum). 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 reference CRC83/22 with full CV to recruit@crc.ie by 5pm, Friday 14th October 2022. Interviews are scheduled to take place on the 24th October.*

CENTRAL REMEDIAL CLINIC**JOB DESCRIPTION**

Job Title and Grade	Driver / Community Support Worker – Adult Services - Local Centres / Hubs
Location of Post	This post is based in either Clontarf, Coolock, Firhouse, Hartstown Local Centres or 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.
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 under the guidance of the Manager 2. Acting as Key Worker for certain assigned adults 3. The initiation, delivery and management of certain timetabled activities for adults as directed by the Manager 4. Day to day administration of certain aspects of programmes as assigned by the Manager 5. Being an Active member of the staff team 6. The delivery and administration of Person-Centred Plans in partnership with adults attending the centre. 7. The safe transport of service users to and from the centre and other driving duties as required 8. To drive the assigned vehicle(s) using the safety equipment provided e.g. clamps and seat belt restrains etc. and comply with all relevant policy and National legalisation 9. Conduct vehicle checks and report any defaults or safety concerns to the manager 10. Attend compulsory driver CPC modules yearly 11. Participate in evening and weekend driving duties as required and occasional over night trips on request
Reporting Relationship:	<p>The post holder will report to: Manager of the Local Centre. In his/her absence to a Senior Support Worker or designated deputy.</p>
Key Working Relationships:	<p>The post holder will:</p> <ul style="list-style-type: none"> • Work with adults who attend and use the service • Work with colleagues and the centre Manager • Liaise with other colleagues (as required) in the CRC i.e. therapy and clinic services as referrals • Liaise with family / carers with permission of individual adults • Liaise with external bodies / agencies as required and with adult's permission i.e. local GP / medical or therapy / HSE etc.
Purpose of the Post	<p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • Ability to work remotely when required • Act as a Key Worker to individual adults • Delivery and administration of Person-Centred Plans, individualised work/and support which is in line with New Directions – Interim Standards. • Record keeping of and support with 'Discovery' model with adults • Explore and provide new opportunities, activities and experiences in the community for adults • Participate in and/lead group and individual activities with adults • Delivery of a high standard of personal care and support

	<p>as required</p> <ul style="list-style-type: none"> • Become familiar with and comply with the provisions of the CRC Drivers' Manual • Safely transport adults and carry out other driving duties as required • Address day to day maintenance and vehicle cleaning duties as required • Undergo training as necessary and required – driver CPC modules
<p>Principal Duties and Responsibilities</p> <p>Principal Duties and Responsibilities (cont.)</p>	<p><u>Responsibilities / Duties:</u></p> <p>Acting as key worker for adults This means:</p> <ul style="list-style-type: none"> • Delivery of person-centred planning/'discovery' with individual adults and recording same. • Actively supporting individual adults in exploring new opportunities and activities/experiences in the community. • Supporting adults in identifying and working on personal goals and ambitions. • Taking particular responsibility for a designated key group of adults as assigned by the manager. This involves being aware of the adults personal circumstances and individual needs, advocating on their behalf if requested and recording their progress in the centre • Being prepared to discuss with adults in the centre and if necessary and with the adults 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 • 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 • Facilitating adults and exploring personal choices and options • Liaising with other CRC staff members and /or other agencies if requested by the adults in the centre and agreed by the manager • Participating in community outings, evenings, weekends, overnight trips or short holidays • Lone working in the community <p>The delivery and monitoring of personal care to adults of the LC under the guidance of the Manager. This includes:</p> <ul style="list-style-type: none"> • 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 <p>The initiation, delivery and management of certain activities as directed by the Manager. This includes:</p>

	<ul style="list-style-type: none"> • 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 <p>Driving:</p> <ul style="list-style-type: none"> • Transport activities, trips / outings as required • Driving with due regard for the care, comfort and safety of passengers at all times • Applying appropriate standards of safety in loading and unloading the vehicle, with particular regard to the clamping and unclamping wheelchairs and the correct use of seatbelts and occupant restraint systems as appropriate • Care, maintenance and cleaning of the vehicle as stated in the CRC's transport procedures and Drivers' Manual • Keeping accurate activity and mileage records and reporting faults in a timely fashion • Health and safety compliance with statutory regulations and the Safety Statement of the CRC • Behaving responsibly and representing CRC to a high professional standard at all times • Being aware of the changing needs of adults and informing the manager of any changes or concerns or that require particular attention • Being contactable at all times during work and thereafter as required for the purposes of sending and receiving messages and calls as required by the schedule of work and rosters • Participation in driver CPC modules and transport safety training <p>Additional Duties:</p> <ul style="list-style-type: none"> • Overnight parking / storage of the vehicle to be provided by the driver. Parking at the driver's house is acceptable • <u>NO personal use</u> of CRC vehicles permitted <p>Day to day administration of certain aspects of the LC programme as assigned by the Manager. This includes:</p> <ul style="list-style-type: none"> • 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 • Management and writing of care plans. <p>Being an Active member of the LC staff team. This means:</p> <ul style="list-style-type: none"> • 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 • Being communicative, flexible, a being a team player engaging in all aspects of the job in a positive and helpful manner • <p>Additional Duties:</p> <ul style="list-style-type: none"> • Ensuring that LC premises are maintained as a suitable and stimulating environment for the adults attending the centre
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	<p><u>Training and Development</u></p> <ul style="list-style-type: none"> • Assisting in the supervision and training of volunteers, students and any other staff at the request and under the guidance of the manager • 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 & LC • Complying with all CRC policies and procedures • Ensuring that the maintenance and general care of equipment, materials etc. is carried out • Staff in LC centres 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 • Ensuring that the timely maintenance and general care of vehicles, equipment and materials etc. is carried out • Reporting of any safety concerns • Assisting in conducting risk assessments with centre manager • Treat all passengers and service users in a dignified and respectful manner and understand that their safety, welfare and comfort are of paramount importance
<p>Skills, competencies and/or knowledge</p>	<p>The candidate must meet the essential criteria and demonstrate competency and or knowledge in others;</p> <p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> • A social studies or other relevant qualification – QQI Level 5 full award • Hold a Clean D1 driving licence and be compliant with CPC regulations • Have the ability to plan and implement suitable activities in partnership with adults • Ability to work on their own initiative • Excellent written and verbal communications skills • Have a good awareness of health & safety issues • IT skills to include Microsoft Outlook and Word applications. • Be a creative and innovative team member with a strong commitment to the empowerment of people who have a disability <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • At least six months experience of working with adults with disabilities. • A working knowledge of the New Directions policy • One year's relevant driving experience • The ability to plan and work with adults and their supports to ensure a meaningful day in line with their aspirations and goals • Acting as a Key Worker for adults with disabilities • Working knowledge of New Directions policy <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>