



# Saint John of God Community Services Liffey Region

## Job Description

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<b>Post:</b>	Care Assistant, Early Services
<b>Location:</b>	<b>Dublin South-West</b> , Saint John of God Community Services Clg., Liffey Services
<b>Reports to:</b>	Early Services Co-ordinator / Clinical Nurse Manager
<b>Responsible to:</b>	Regional Director

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Hospitality, Care, Compassion, Dignity, Excellence, Justice, Respect, Trust

### **Person Specification:**

#### **Qualifications:**

- Must hold an early years recognised qualification as set out by DCYA.  
<https://www.gov.ie/en/publication/297c05-early-years-recognised-qualifications/>

#### **Experience:**

- Previous relevant experience of working with children with an intellectual disability.
- Have some familiarity with alternative communication systems (PECs/Lámh/AAC)

#### **Professional Knowledge**

- A good knowledge of child development.
- A good knowledge of Aistear Siolta

#### **Essential:**

- Excellent communication and interpersonal skills.
- Must be able to work as part of a team and also on own initiative
- Be self- motivated and enthusiastic.
- Have experience of working with families.

### **Role and Responsibilities:**

Care Staff will be accountable to the Early Services Co-ordinator for the following responsibilities.

To ensure that the highest possible standards of care, education and training are maintained in keeping with the values of the Saint John of God Hospitaller Ministries. These values include Hospitality, Compassion, Respect, Justice and Excellence.

- To assist with the development, implementation and evaluation of a range of programmes to support children with all aspects of their development. Ensure recommendations and goals set for children by the wider multi-disciplinary team are included in each child's individual plan.
- To report immediately any Child Protection and Welfare concerns to the supervisor and Designated Liaison Person (DLP). The DLP is responsible for dealing with child protection and welfare concerns in accordance with Children First and Our Duty to Care.
- To facilitate meetings with families as required.
- As keyworker you will be responsible for ensuring that assigned children and their families receive a high quality and personalised service.
- To report all accidents, incidents involving children and staff and any irregularities you may observe in the course of your work to the Co-ordinator, or in his/ her absence to the Programme Manager and to be responsible for children's safety at all times.
- To act as advocate for all children and their families.
- To support children and their families with planning for transition.
- To carry out all duties and responsibilities in compliance with best practice, Saint John of God, Community Services Limited Policies and Menni Child & Family Services Procedures
- To support parents with all aspects of care, development, health and safety of their child. Underpinned by the quality system "Personal Outcomes Measures for Families with Young Children", ensure that a service of the highest quality is provided to the children and their families.
- To support parents with all aspects of behavioural management for children.
- To encourage and support community involvement including community play/ pre-schools.
- To report to your Supervisor any hazards, defects in equipment or system of work which might endanger safety, health and welfare of the children.
- To read, sign off and comply with all local policies and procedures and to assist in the review and development of policies and procedures as necessary.

### **Communication:**

- To support children with all options to communicate including use of appropriate technology, Lamh, Picture Exchange Communication System (PECS) and Visual Schedules.
- To ensure that families are involved in any decision-making relative to them and their children.
- To participate as a team-member. Maintain and promote effective communication between staff, parents and the multi-disciplinary team.
- To participate in local committees and working groups as requested.
- To maintain records through the Intellectual Disability Information System (IDIS) and to give verbal and/or written progress reports for individual children as required.

**CONFIDENTIALITY** Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need to know basis.

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of children, families, staff and other Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must any information be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

***This job description will be subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Regional Director.***