



# Saint John of God Community Services Liffey Region

## Job Description

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<b>Post:</b>	Instructor, Day Services
<b>Location:</b>	Saint John of God Community Services Clg., Liffey Services.
<b>Responsible to:</b>	Regional Director /Programme Manager
<b>Responsible to:</b>	Coordinator / Supervisor, Day Services

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Hospitality, Respect, Justice, Compassion, Excellence

**Person Specification:**

**Qualifications:**

- Relevant third level qualification in Social Care, Education, training, etc.(Minimum QQI level 6 Major Award or higher.

**Experience:**

- Minimum of 1 year of working with people with Support Needs, preferably intellectual disability
- Experience in Person Centred Planning and Individualised services and supports
- Experience in positive behaviour supports

**Professional Knowledge:**

- Knowledge of HSE National Policy of Safeguarding vulnerable persons.

**Desirable:**

- Enthusiasm and creativity for working with people with across the spectrum of Intellectual Disabilities.
- Willingness to support individuals in their personal Care if required
- A commitment to HSE New Directions Policy
- An awareness and understanding of alternative communication aids and assistive technology
- Proficient Information, Communication and Technologies (ICT) skills

Full clean driving licence and a willingness to drive as part of the role.

### **Role and Responsibilities:**

The Instructor will work as part of team within the Liffey Services Day Services. The Instructor will work with other programme staff members with the support of the Supervisor and Programme Manager to develop and provide a meaningful day for each service user. Programme activities and timetables will reflect the concepts of person centeredness, choice and active community participation. The overall aim of the Day Service Department is to provide support to assist individuals to do ordinary things in ordinary places, to have a meaningful day and access to work, education and training, capacity building and social inclusion.

### **Responsibilities**

#### **Service Users**

- To establish and maintain professional relationships with service users based on respect and equality.
- To support each individual to reach his/her full potential and to develop independence.
- To ensure Person Directed Plans (PCP) are developed in consultation with service users and his/her natural supports.
- To ensure Person Directed Plans are monitored and reviewed regularly.
- To be an advocate for people with disabilities and where possible encourage individuals to become a Self-advocate.  
To be aware of the rights of each individual and how to support service users to know and exercise their rights.
- To promote and support active meaningful community involvement and participation.
- Promote personal care in line with the guidelines contained in the Policy on Intimate and Personal Care.
- To be fully aware of the Safeguarding Vulnerable People policy and to immediately report details of any incident/accident of a service user to the Supervisor or Designated Officer (or directly to the Programme Manager if the Supervisor is unavailable).
- To ensure that services users receive the highest standard of care, training, education and development in accordance with the Order's policies.

#### **Communication**

- To be aware of each individuals communication preferences and support where appropriate.
- To develop a good rapport (verbal and/or non-verbal) with all service users.
- To understand and show willingness to support a total communication environment (e.g. using technology, picture boards, objects of reference, etc).
- To communicate with parents, families and visitors in a pleasant and professional manner.
- To communicate relevant information relating to service users (i.e. progress, absenteeism and illness) on a daily basis, to the Supervisor.
- To report and record all relevant details of any incidents and accidents of service users, staff, volunteers immediately to Supervisor and assist in the prompt investigation of any incidents and accidents (where appropriate and as directed). In the absence of the immediate Supervisor, contact must be made with the Programme Manager.
- To maintain full and effective communication with the families and all the staff involved in the services users welfare.
- To promote effective communication amongst the staff team and to fully participate in staff meetings, reviews, etc.
- To report own absenteeism/lateness to the Supervisor, following local policy and procedure.

#### **Staff**

- To fully participate in the Probationary Review process during the first year of service with your Supervisor.
- To fully participate in on-going Performance Development Review meetings as organised by your Supervisor.
- To encourage and promote a high standard of professionalism, loyalty and teamwork amongst staff, valuing and acknowledging the contribution of all staff.
- To participate in staff development and in-service training relevant to the post as may be organised from time to time.
- To be available from time to time outside normal working hours and to perform such other duties appropriate to the post as may from time to time be required by the Director of Services or any other designated person.
- To be flexible and willing to work in various areas of the service as needs arise.
- Staff maybe requested at any time to work in another group/area taking into consideration the overall needs of the programme service.
- To comply with dress code regulations at all times.

### **Service**

- Assume key worker responsibility as requested for assigned service users and maintain required records accordingly.
- To conduct regular Individual Training Plan meetings with service users and support him/her to identify and achieve personal goals.
- To become aware of the training and educational needs of each service user and to strive at all times to ensure the programme offered is providing a meaningful day to each person.
- Develop programmes based on the information contained in service users Personal Outcomes Measures, Person Directed and Individual Training Plans.
- Use appropriate teaching/training techniques to support service users to develop life skills.
- To be familiar with the FETAC certification process and support service users as requested to attain certification for skills learnt.
- To creatively identify opportunities for service users to actively participate in community activities and to develop real life roles within the community.
- To ensure that all files are maintained in a professional manner and in keeping with regulations, policies and best practice where appropriate.
- To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in committees/working groups as directed by your supervisor.
- As an integral part of the programme all service users may have the opportunity to access work placements. In this respect Instructors will ensure training/work programmes delivered are relevant and person centred.
- New developments should be in line with best practice and New Directions National Policy.

### **Policies & Procedures**

- To respect and operate within the framework of the tradition, character and ethics which govern the work of the Hospitaller Services of St. John of God in conjunction with the philosophy of Personal Outcomes Measures.
- To operate within the St. John of God Core Values of Hospitality, Compassion, Respect, Justice, Care, Trust, Dignity and Excellence and adhere to the standards of the Code of Conduct/Values in Practice of St. John of God Hospitaller Services.
- To adhere to and familiarise yourself with the Order's Personnel Policies and Procedures as laid out in the Order's Employee Welcome Pack

- To be fully familiar with and adhere to the terms of the Safety, Health and Welfare at Work Act. To report immediately to your supervisor any irregularities relating to your area of work.
- To be familiar with Fire and Safety Regulations within your area and to carry out checks as required.
- To be familiar with and implement the Order's policies and procedures in relation to Safeguarding Vulnerable People.
- To be familiar with the implementation of the safety programme. To be acquainted with the location, procedure and use of emergency equipment.
- To be familiar with the New Directions and HIQA Standards.
- You may be required to attend for an independent medical with a medical practitioner nominated by the Order during any period of absence due to illness or injury.

### **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 service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business 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.***