



Saint John of God Community Services Liffey Services

Job Description

Post:	Instructor, Day Services
Location:	Saint John of God Community Services Clg., Liffey Services, exact location TBC
Responsible to:	Regional Director / Programme Manager
Reporting to:	Coordinator/Supervisor, Day Programmes

Hospitality, Compassion, Respect, Excellence, Justice

Suitable applicants for this role will have:

Qualifications:

- A relevant third level qualification in social care, education, training, etc. minimum Level 6 Major Award.

Experience:

- Ideally a minimum of 1 year of working with people with a disability or a comparable role.

Professional Knowledge and commitment to:

- New Directions (HSE), and other relevant policies and legislation
- Person centred planning, social inclusion, advocacy and human rights
- Positive behaviour supports, personal care & supports for individual with complex needs
- Information and Communications Technology (ICT) and Assistive Technology (AT)
- Safeguarding vulnerable persons

Skills Required:

- **Full Clean driving Licence**
- An ability to Key-work people with an intellectual disability and support them in meaningful social roles and active citizenship
- Awareness and understanding of alternative communication aids and assistive technology.
- Computer and administration skills

Person Specification:

- Effective communication skills and a positive attitude and openness to change
- A commitment to working as part of a dynamic team to support people with disabilities to reach their goals in life
- A flexible, creative approach to problem solving
- A professional approach to confidentiality, dignity and respect of all

Role and Responsibilities

The Instructor will work as part of a team in Liffey Day Services. The Instructor will work with the Management, staff, Families and the broader community to facilitate a meaningful day for each individual that they support. All aspects of service delivery will reflect the principles of person-centeredness and active community participation.

The overall aim of Liffey Day Service is to provide support to individuals to do ordinary things in ordinary places in line with their individual goals in life.

The Instructor is responsible for the following:

Service Users

- To ensure that all individuals in the service receive the highest standard of service provision in line with national and SJOG policies, procedures and guidelines
- To establish and maintain professional relationships with service users based on respect and equality.
- Assume key worker responsibility as requested for assigned service users and maintain required records accordingly.
- To support each individual to reach his/her full potential and to support them to develop their independence.
- To work as part of a team to implement, review and evaluate the New Directions HSE policy
- To work with the individual and their circle of support to develop, support and review Person Centred Plans
- To support advocacy and self-advocacy
- To promote and support active meaningful community involvement and participation.
- Promote and facilitate personal and intimate care with adherence to policy as required.
- To follow the HSE Safeguarding Vulnerable Persons policy rigorously

Communication

- To be aware of each person's individual communication requirements and support them as appropriate.
- To develop a positive 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 through the most effective means for each individual family.
- To promptly communicate relevant information relating to service users (i.e. absenteeism and illness) on a daily basis, to the Supervisor.
- To immediately report any safeguarding concerns as per HSE Safeguarding Vulnerable Persons policy.
- To report and record all relevant details of any incidents and accidents of service users, staff, volunteers or relevant others 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 Coordinator.
- To maintain full and effective communication with all stakeholders
- To participate in staff meetings, reviews, etc.
- To report own absenteeism/lateness to the Supervisor, following local policy and procedure.

Staff Development and Review

- 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 and Professional Supervision meetings.
- To demonstrate a high standard of professionalism, loyalty and teamwork.
- To participate in staff development and mandatory training relevant to the post as required.
- 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.
- To comply with dress code regulations at all times.

Key-working

- To conduct regular Key-worker meetings with individual service users and support them to identify and achieve personal goals.
- Ensure the programme offered is providing a meaningful day to each person by their own terms.

- Support service users to develop life skills.
- To creatively identify opportunities for service users to actively participate in community activities and to develop social roles within their community.
- To ensure that all service user files are maintained in a professional manner and in keeping with GDPR and other relevant policies.
- Instructors will support interested individuals to source work and subsequently ensure that relevant training and on-going supports are provided.

General

- To safely utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in committees/working groups as directed by your supervisor.

Policies & Procedures

- To respect and operate within the framework of the tradition, character and ethics that govern the work of St. John of God Community Services Clg. in conjunction with the principles of HSE New Directions Policy document and HIQA standards.
- 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 HR 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 trained in and strictly follow National and SJOG policies and procedures in relation to Safeguarding Vulnerable Persons.
- To be familiar with the implementation of the safety programme. To be acquainted with the location, procedure and use of emergency equipment.
- 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 / Data Protection

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a strictly 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 professional 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 as per General Data Protection Regulations (GDPR).

Failure to maintain strict confidentiality will result in disciplinary action.

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.

