



# Saint John of God Community Services Liffey Services

## Job Description

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<b>Post:</b>	Social Care Worker, Residential Services
<b>Location:</b>	Saint John of God Community Services Clg., Liffey Services, Residential Services or any other location associated with the Region.
<b>Responsible to:</b>	Regional Director
<b>Reporting to:</b>	Residential Coordinator/ <i>Clinical Nurse Manger 2 / Clinical Nurse Manager 1</i> Social Care Leader

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Hospitality, Compassion, Respect, Excellence, Justice

**Person Specification:**

**Qualifications:**

- HETAC/Dublin Institute of Technology National Diploma in Child Care
- HETAC/Dublin Institute of Technology Degree in Applied Social Care Studies
- DIT Diploma in Social Care/Diploma in Applied Social Studies/Social Care
- Open Training College National Diploma in Applied Social Studies
- R.N.I.D. qualification

**Experience:**

- Minimum of 1 years' experience of working with individuals with an Intellectual Disability.

**Professional Knowledge:**

- Minimum of 1 years' experience of working with individuals with an Intellectual Disability.
- Knowledge and understanding of HIQA Standards & other relevant legislative requirements under the Health Act 2007.
- Proven track record in initiative, motivation and enthusiasm
- Commitment to delivering service through a person centred/directed approach
- Show an understanding of meeting the health & social care needs of residents in a community based setting.
- Programme Development / Skills Teaching
- Risk Management/Risk Assessments experience required
- Excellent communication skills both written and verbal.
- Full clean driving licence essential
- Flexible in all aspects of work
- An understanding of the values and ethos of the organisation and a commitment to

implementing these.

### **Service Users**

- Staff establish and maintain relationships with service users based on respect and equality and promote their independence
- General appearance of service users as well as respect for the overall cleanliness, hygiene and standard of assigned area must be considered a priority.
- To implement the *Person Centred Planning* process and to ensure Person Centred Plans are developed in consultation with service users, are carefully monitored and reviewed and are available for inspection during reviews.
- To support the Chaplaincy Department to carry out appropriate Pastoral Care Programmes to cater for the spiritual needs of service users, if required.
- To be a proactive advocate and encourage each service user to become a self advocate.
- To promote and support community involvement for service users.
- To ensure that services users receive the highest standard of care, training, education and development in accordance with the Order's policies.
- To provide for the self-development, individuality and independence of each service user, by devising, implementing and regularly evaluating a Person-Centred Plan for each service user.
- To act as Key Worker for service users as assigned.
- To ensure that each service user has a structured daily routine incorporating therapeutic input from a wide range of disciplines/ services.
- To create a home like environment in which each service user is encouraged to achieve maximum independence in all activities of daily living.
- To identify skill deficits, and to formulate interventions to address same.
- To assist in the provision of a high standard of house management both by undertaking household duties and by teaching, and encouraging each service user to be actively involved in the maintenance of a high standard of house hygiene.
- To identify behaviours that require intervention and to devise and co-ordinate appropriate intervention programmes.
- To use personal initiative and decision-making skills in accordance with procedures established for the effective running of the house.
- To promote the physical well being of each service user and promote/provide a well balanced diet.
- To liaise with families and members of multi-disciplinary team in order to maintain a consistent standard of service user well-being.
- *Where applicable and following appropriate training and competency based assessment, take responsibility for Medication Management with your residents in keeping with Organisational Policy.*

### **Communication**

- To communicate with and assist parents, families and visitors in a pleasant and professional manner.
- To communicate relevant information on a daily basis, to the Supervisor.
- To report and record all relevant details of any incidents and accidents of service users/staff/voluntary workers immediately to Supervisor. In absence of the immediate Supervisor, contact must be made with the most senior member of staff on duty.
- To maintaining full and effective communication with the families and all the staff involved in the services users welfare.
- To ensure all relevant information is communicated in an accurate and timely manner to CNM2/1/ *Social Care Leader* and others (pertinent people).
- To communicate on a regular basis with inter-disciplinary team members.

- To ensure profiles, person –centred plans, and progress notes are completed in a timely and accurate manner.
- To prepare and submit verbal and written reports and maintain records and documentation when required.
- To actively participate in house meetings, service user reviews, case conferences and family meetings as required.
- To ensure there is adequate security around service users personal belongings and money, and to carry out accounting procedures in accordance with current service policies

### **Staff**

- To encourage and promote a high standard of professionalism, loyalty, teamwork and effective communication amongst staff, valuing and acknowledging the contribution of all staff.
- 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 attend Probationary Review and Performance Development Review meetings as organised by your Supervisor.
- To participate in staff development and in-service training relevant to the post as may be organised from time to time.
- 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.
- To work as a member of team in achieving both the objectives and goals of the house which one is assigned and the continuous improvement of services.

### **Service**

- 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 other activities within the service as may be required.
- St John of God Community Services *CLG.*, is entering a major phase of re-development. Applicants should have a clear understanding that they may *be redeployed to other locations within the Service to meet the merging needs of the residents or in keeping with National Policy on De-congregation.*
- New developments should be in line with the overall Service Strategic Plan and all staff should become familiar with this.

### **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.***

