



Job Description

Job Title	Child Care Assistant
Location	Enable Ireland, O'Neill Centre Kilkenny
Contract Hours	Part-time (25 hours per week)
Contract Type	Fixed Term Contract
Reporting to	Senior Child Care Worker

Overall Purpose of the Post

The person appointed will work in the specialised Preschool in Kilkenny. They will carry out a range of duties under the guidance and supervision of the Senior Child Care Worker and Multidisciplinary team to provide the highest standards of quality care to our service users. The Child Care Assistant will be responsible to the Services Manager, report to the Preschool Coordinator and be supervised by the Senior Child Care Worker.

Duties

Planning and Organising

- The Child Care Assistant will work as a member of the special Preschool team providing person centered services to children and their families within the Kilkenny area.
- The Child Care Assistant will, in consultation with the Senior Child Care Worker and the team work to deliver a high quality child care and education programme including play activities to promote and encourage the social, emotional and cognitive development which targets the individual needs of the children.
- Implement therapy programmers.
- Have direct responsibility for the care and hygiene standards within the preschool rooms.
- Ensure that equipment, toys and furniture must be maintained in good order; any breakages/damage must be reported to the line manager immediately.
- Record and report on a daily basis any contact messages, etc. to the line manager promptly.
- Act as bus escort in the transportation of children to/from home or to any other venue, as requested by the line manager and to also assist in the planning of daily activities/excursions.
- To take responsibility for the service users personal belongings, ensuring that they go home with them.
- Understands the importance of time management for themselves in particular by organising their assigned caseload effectively on a daily basis.

- Maintaining a disciplined and professional level of performance even under sustained or situational pressure.
- To provide challenging and enjoyable experiences, so that all children can grow and develop as competent learners within a loving and nurturing environment.

Service Delivery & Initiative

- To work in partnership with service users, parents, families/carers and others, as appropriate, to address the needs of the service user.
- To maintain the person's and family's right to a relationship of mutual trust, privacy, confidentiality and responsible use of information, especially in regards to new GDPR regulations.
- Have the functional and technical knowledge and skills to make a meaningful contribution to the service.
- To be familiar and comply with health and safety procedures.
- Strive to achieve quality results at all levels of the service in line with the European Foundation for Quality Management (EFQM), as adopted by Enable Ireland.
- Takes initiative to move the service forward and shows a willingness to try out new ideas under supervision that add service delivery value.
- Is committed to achieving evidence-based goals and the continuous improvement of the service.
- Shows evident enthusiasm and a high level of motivation in their work and in completing projects.

Professional Development and Standards in the Service

- Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.
- Ensures that all records and technical data are up to date and available, if required.
- Ensures strict compliance with health and safety standards.
- Ensures strict compliance with all of Enable Ireland's policies and procedures.

Integrity & Decision Making

- Holds an appropriate and effective set of professional values and beliefs and behaves in line with professional standards as set down by Enable Ireland and relevant professional bodies.
- Ensure delivery of a quality service to each individual, providing personal assistance in all aspects of everyday living skills, carrying out any duties necessary to ensure the comfort and hygiene of the service users.
- Makes decisions in a well-judged and timely manner, bringing all relevant information to bear.
- Uses logical analysis to break complex problems into their component parts.
- Promotes and consistently supports the demonstration of evidence-based service delivery.
- Direct involvement in risk assessment and managing child protection in conjunction with the Designated Person.

Building and Maintaining Working Relationships / Team Working

- Ensures that all interaction with service users is approached with dignity, respect, equality and incorporates choice.
- Forms strong working relationships across all areas of the service; built on a common understanding.
- Demonstrates a supportive and reciprocating work style, including strong empathy with service users.
- Communicates effectively with parents of service users, so as to provide a children and family-centered service.
- Attend and actively participate in any relevant team meetings.
- Participate in training and developmental opportunities, as identified and agreed, to the benefit of both themselves and the service. Support and contribute to research initiatives, as required.

This description is not restrictive and the post holder may be required to carry out other duties as requested by the Services Manager.

Terms & Conditions:

Responsible to: Children's Service Manager.

Probation: A probationary period of six months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.

Salary: The current salary scale for this post is €30,163 to €36,502 pro rata per annum.

"This pay scale is subject to increases in 2024 in accordance with the recent WRC interim agreement (Ref CAM -100101-22) towards enhanced pay adjustments in Section 39 organisations."

Annual Leave: Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.

Pension Scheme: Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1st July or 1st January following start date.

- Medical:** The successful candidate will be required to undergo a medical assessment.
- Garda Clearance/
Police Clearance:** These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
- Sick Pay:
(if applicable)** All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:
Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period.
- Redeployment:** In exceptional circumstances, the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.