



Job Description

Job: Adult Services Support Worker
Location: Dublin Adult Services CH07 Area Crumlin/Rialto
Contract Hrs: Up to 35hrs p/w (can be negotiated, minimum 25hrs p/w required)

Contract Type: Permanent
Reporting to: Service Coordinator or Designated person

Overall Purpose of the Post:

- To provide opportunities for people with disabilities to develop a range of options in the areas of training, employment and greater inclusion in the community generally.
- Supporting individual service users to participate in the various programmes and activities within the service.
- Working through a Person-Centred approach and in line with Enable Ireland's code of practice, policies & procedures.
- The service is one which is based on the promotion of dignity, respect and the development of choice for those who use the service.

Duties:

- Assisting service user's with their personal care needs and any other individual needs that may arise, including the administration of medication, working in accordance with Enable Ireland's policies and procedures.
- Actively engage in promoting self-development, independence and the individuality of each Service User.
- Provide assistance to service users with centre based day to day activities and programmes.
- Assisting and supporting individuals including lone working in the wider community. This can involve assisting people to access various employment settings, educational and/or social/leisure facilities within their own community.
- Driving and/or escorting duties on Enable Ireland buses or via public transport to and from the service centre, social activities or outings.
- Working as part of a team to contribute to the design and further development of the service in line with HSE New Directions guidelines.
- Assisting with the general upkeep of all centre facilities and complying with all relevant health and safety standards.
- Support service users in implementing their Person Centered Plan and in achieving their goals.
- Act as Key Worker for a number of service users.
- Attend meetings and/or training as and when requested by the Service Coordinator.

- Ensuring GDPR compliance in the course of carrying out duties ensuring compliance with all Enable Ireland GDPR policies and procedures.
- To always preserve the professional nature of the relationship with service users.
- To promote and safeguard the well-being and interests of the service user at all times and to adhere to the policy on Safeguarding and protecting vulnerable adults.
- In agreement with the Service Coordinator to liaise with other relevant Agency personnel in relation to Service Users.
- Maintain a code of confidentiality and discretion in all dealings with service users, their families and with staff.
- Ensure good working relationships are maintained with colleagues and Service Users and families at all times.
- Make written and verbal reports as required, reporting accidents, incidents or complaints in line with policy.
- Maintaining records and inputting to the database system and ensure compliance with the Information Management Policy.
- Work closely with the Service Coordinator and team to ensure that the service offered meets the evolving needs of each service user.
- Maintain a high standard of performance, attendance, appearance and punctuality at all times.

This description is not restrictive and the post holder may be required to carry out other duties as requested by the Service Co-ordinator or Adult Service Manager

The post holder may be required to be flexible in relation to working arrangements, duties, hours to meet service user needs and various locations of work.

GDPR compliance, In the course of carrying out the duties of this job and working with others which will include but is not limited to compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed, to minimise exposure to breach GDPR.

Terms & Conditions:

Responsible to: Service Coordinator or Delegated Manager

Probation: A probationary period of 6 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 for fulltime posts of 39 hours per week. The hourly rate ranges from €14.87p/h to €18.00 p/h *"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.

VHI: Enable Ireland operates a group VHI scheme which you may join.

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| 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. |