



Job Description

Job:	Family Support Worker
Location:	Kerry Adult Services
Contract Hours:	Various – mornings, evenings and weekends
Contract Type:	Permanent Full Time & Part Time
Reporting to:	Adult Service Centre Co-ordinator

Overall Purpose of the Post:

To provide support to adult service owners to enable them to participate in their community, increase their own personal independence, achieve person centred goals and facilitate inclusion. The support worker will provide practical, personal and social support to the individuals and groups they work with.

Duties:

- Working under the direction of the Adult Services Centre Co-ordinator to provide person-centred support to those who use our service.
- Working in partnership with service owners to facilitate their active involvement in the development and achievement of personal and group goals.
- Assisting with all activities of daily living; personal care, showering, session support, driving/escort duties and dealing with any other special needs of service Owners.
- Assisting with transport needs by being available to drive service or Service owner's vehicles.
- Responsible for general well-being of service owners whilst in attendance.
- Supporting service owners within the centre, home, community and virtual setting.
- To promote and safeguard the well-being and interests of the service owners at all times.
- Develop, Participate and contribute to the Person Centred Planning and key working Process in line with the national New Directions Policy and Guidelines.
- Working as part of the staff team to contribute to the development and delivery of a variety of programmes which empower service owners to be effective in their personal and family lives, in their working lives and in their community and leisure pursuits.

- To work within the support workers team, liaise with other service teams and members of the multi-disciplinary team.
- Support Service owners in participating in Person Centred Programmes.
- Work in line with all Enable Ireland Policy and Procedures.
- Maintaining a code of confidentiality and discretion when working with service owners, families and staff at all times.
- Maintain a satisfactory record system in line with Enable Ireland Policy and Procedures and legislative requirements - including Goldmine. Record workload and maintain required documentation on intervention. Ensure the service owner filing system is maintained and updated in line with GDPR regulations.
- To participate in the quality assurance activities within the service as required using the EFQM model of quality management.
- To participate with all reviews, assessments and record keeping in line with New Directions and Enable Ireland policies and procedures
- Attend at team meetings and reviews as required.
- Demonstrate a commitment to ongoing professional development by participating in training as required.
- Participate in individual and peer supervision and performance management
- Ability to work flexible hours.
- Any other appropriate duties which may be assigned

To minimise exposure to breaches of GDPR, strict compliance is required In the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Terms & Conditions:

Responsible to: Director of Services

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.
- “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 staff 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/ Clearance:** These will be required for all prospective staff who will undertake **Police** 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.

