



JOB DESCRIPTION FOR SOCIAL CARE WORKER

Title: Social Care Worker
Reports to: Residential Manager (Line Manager)
Accountable to: Residential Services Manager and C.E.O

JOB SUMMARY

S.O.S Kilkenney Clg operate community based residential and support services in the City and County of Kilkenney.

This post has been created to assist the Residential Service Manager in leading the Community Team in a new phase of further development and enhancement of our existing services.

DUTIES

The person appointed to the post should be flexible in their approach to service provision and should have the ability to work as a member of a team. He/she will be required to take an active part in ensuring that day-to-day operations of the Services reflect the ethos and vision of the S.O.S Kilkenney Limited, and that the needs of the service users are being met through professional work practices.

- 1) Uphold and respect the rights of each service user to individual Human Rights.
- 2) Ensure the health, safety and welfare of residents at all times through excellent professional practice.
- 3) Report all issues that arise in respect of health, safety, welfare and protection (including Risk) to the Assistant Residential Manager (Line Manager) immediately that you become aware of such issues.
- 4) Ensure your familiarization with the individual Care Plans of each resident at your location of work. This ensures that you have the most accurate information pertaining the person available to you so you can carry out your support of the individual in line with the individual's preferences and decisions.
- 5) Ensure that residents are facilitated in achieving their personal outcomes.
- 6) To work with the Residential Service Manager in ensuring that practices within houses are person centered and are in line with value based practices.
- 7) To support residents in a variety of settings, from their own homes to day centres and wider community through the promotion of choice, open communication and promotion of autonomy.
- 8) Keep up to date with all records maintenance and record keeping as advised by the Assistant Residential Manager (Line Manager) such as
 - All sections of Resident Files (including Care Plan, medical, financial, correspondence, etc).
 - Maintenance File
 - Policy Folder
 - Fire Safety Register Log

- 9) Ensure involvement of each individual within their own home environment so as to lead a full life with optimal independence.
- 10) Submit reports, time sheets and financial statements accurately, fully completed and on time.
- 11) Attend and participate in staff meetings, case conferences as required.
- 12) Attend, participate and successfully complete all training, education and development that is deemed necessary to support you in your role. This will include the completion of an Individual Training Plan (with your Line Manager) and familiarization with all the Policies and Procedures of the Organization pertaining to your role.
- 13) Co-operate and communicate with all stakeholders (residents, co-workers, management, families, external agencies such as HSE, HIQA, An Garda Siochana, etc) as required in a professional manner.
- 14) Ensure through the Residential Service Manager, that the various policy guidelines, procedures and documentation of the organisation are current and in place at each group home, and that Social Care Workers / Leaders are familiar with and adhere to these guidelines.
- 15) Ensure that service users have the opportunity for and are facilitated in annual holiday and holiday break arrangements so that their individual needs and quality of life will be further enhanced. In doing so to consider opportunities external to and independent of the services, for organized breaks.
- 16) Ensure that health and safety policies and procedures are adhered to at all times.
- 17) Provide on – call services to residential homes, these times will be outside of “normal” operational times. He /she will be required to cover on call for other Assistant Residential Managers when on annual leave or sick leave. He/she will be provided with a mobile phone to ensure that emergencies are immediately responded to.
- 18) Play an active role in developing supportive relationships with neighbours and other people who live or work in the community.
- 19) Ensure that group homes are maintained to a high standard and a home-like atmosphere is promoted.
- 20) Participate in the induction/ training of new staff joining the community residential services.
- 21) Be competent in driving programme transport when required.
- 22) Keep abreast of current developments in services for people with intellectual disabilities and to attend and reach an acceptable standard of performance in courses, internal and external, designated as appropriate by the organization.
- 23) Organise, attend and participate fully in regular staff and service user meetings where all aspects of the group home are discussed with a view to maintaining high standards, open communication among staff and good levels of staff morale.

- 24) Facilitate attendance of residential staff at in service and external training if applicable and to maintain records of training attended.
- 25) Be conscious of health and safety matters in the work place and in particular to comply with employees obligations as set out under Section 9 of the Safety, Health and welfare at work Act 1989 and to ensure that the procedures set out in the Safety Statement are implemented at all times.
- 26) Be conversant with existing fire regulations and emergency procedures and participate in the implementation of same and to ensure that service users are aware in so far as possible of fire drills are organized.
- 27) Organise and participate in quarterly safety audits of residential group homes.
- 28) Report all accidents/ incidents/ irregularities or other matters of concern to the Residential Service Manager.
- 29) Provide cover for the Residential Service Manager when required.

As the duties and responsibilities of any post in the Service are likely to change with the on-going needs of the service users e.g. age, level of disability, etc, staff are expected to have a high level of flexibility and sensitivity, a willingness and ability to develop new approaches to their work, as the service user needs demand.

CONFIDENTIALITY

In the course of the employment the appointee may have access to, or hear information concerning the medical or personal details of service users and /or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of the Residential Service Manager or CEO, on no account must information concerning service users, staff or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorized persons can obtain access to them and must be kept in safe custody.