

<b>Job Description</b>
<b>Social Care Worker</b>
<p><b>Introduction</b></p> <p>Autism Initiatives is committed to working in partnership with service users, their families, commissioners, governing bodies and others to provide a specialist, autism specific, person centred, outcome focussed quality service for people with autism spectrum conditions.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support service users in achieving their goals.</li> <li>• Work to develop their practice and abilities in line with the Autism Initiatives Competency Framework.</li> <li>• Recognise the positive abilities and strengths of service users and support our shared belief in lifelong learning.</li> <li>• Treat Service users and their families with dignity and respect, promoting a culture of unconditional positive regard at all times</li> <li>• Adhere to the Autism Initiatives' Code of Conduct showing a high degree of professionalism, resilience, and a willingness to remain committed when the work becomes more difficult.</li> <li>• Contribute to the creation, promotion and maintenance of a welcoming, safe, caring and therapeutic environment.</li> </ul>
<p><b>Location</b></p> <p>The post will be based at residential /respite Services. Travel may be required</p>
<p><b>Line Manager</b></p> <p>The Social Care Worker is managed and supervised by the Team Leader, this may be through the extension of the Senior Social Care Worker.</p>

## **Under the following Headings the Social Care Worker will:**

### **Effective Services**

1. Be responsible for supporting the day to day running of the service, be accountable for the facilitation and delivery of person centred support.
2. Be responsible for the completion of support plans, health plans and positive behaviour support plans under the general supervision of the Team Leader/SSCW
3. Support the evaluations of all plans within the service, to ensure continuous review and improvement.
4. Ensure that all Working Files and subsequent records are up to date and maintained to a high standard in an efficient and professional manner and use these effectively and professionally to inform practice on a daily basis.
5. To work as a key worker and lead Key working (teams) and to encourage and motivate service-users to engage in planned activities both in and outside the service in line with new directions and person centred planning.
6. To support service users to achieve maximum independence and promote community integration through their approach with service users
7. Take personal responsibility for learning about each service user and the way autism affects them, 'listen' to the individual; and reflect on their own practice to continuously develop their own knowledge and skills.
8. To accurately complete and maintain records pertaining to Monthly Reviews, the Monthly Practice Reports and HIQA notifications.
9. Maintain service user confidentiality at all times.
10. Liaise with families, the multidisciplinary team and any other personnel as directed by the Team Leader
11. Assist in the administration and day to day operation of the service

### **Person Centred Care and Support:**

12. Ensure service users receive support in their daily lives, alongside the team, according to the service user's needs and preferences. Support may include:
  - a. Supporting service users to make informed choices regarding their nutritional needs.
  - b. Support service users with personal care as required, support hygiene and attendance at grooming services/salons in line with service users choice and wishes.
  - c. Reporting to the Team Leader *any* concerns regarding the service user's welfare including health and safety and wellbeing issues
  - d. Ordering, administering and stock control of medications as required
  - e. Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual service user's interests, choices and needs.
  - f. Adhering to all safeguarding requirements and any subsequent procedures implemented for the safeguarding and protection of vulnerable adults.
  - g. Supporting service users awareness of safeguarding Vulnerable adults and supporting service users to report abuse should it occur
  - h. Using 'Positive Behaviour Support Planning' to support service users behaviours of concern, with an aim to understanding the behaviour and supporting the implementation and evaluation of person centred approaches that will enhance the quality of life of the person.

- i. Supporting service users to access and understand their working file and all subsequent plans relating to their lives.
  - j. Supporting Service User Consultation , ensuring service user is consulted about all matters pertaining to their lives in a meaningful and inclusive manner
  - k. Supporting the service user to make complaints where required and ensure that these are acted upon and that the service users receives a meaningful response to same.
13. Contribute to service user FPM/MDTs by preparing agendas, liaising with families, consulting service users, scheduling meetings and following up on actions and goal setting ensuring that triangulation is evident throughout.
  14. Recognise service users as central through promoting their participation in the support planning process, service planning, decision-making and service delivery
  15. Promote the rights and responsibilities of each service user within the designated Centre, contributing to a human rights based culture underpinned by the Guidance on a Human Rights based approach in Health and Social Care.
  16. Plan, implement and evaluate support plans, Health plans and Positive behaviour Support plans as part of a multi-disciplinary team, ensuring written and verbal reporting on progress of same,
  17. Participate in meetings in relation to the care and review of the service user,
  18. Support Service users on community outings, home visits, training and vocational experiences and appointments.
  19. Protect, and support vulnerable service users, individually or in groups, in conjunction with the wider multidisciplinary team and other relevant agencies. The Social Care Worker will ensure the welfare of those under their care and will act as an advocate as appropriate.

#### **Use of Resources:**

20. Work within budgets, maintaining and recording all required financial information.
21. Effectively plan and manage resources, within budget
22. Follow finance procedures in line with policies to include petty cash ledgers and both organisational and service user finances.
23. Support the maintenance of the planned and actual rota by supporting shift cover in the absence of the service manager through effectively engaging with the on-call manager and supporting with solution focussed approaches.
24. Work rotas/shifts as required, including weekends, public holidays and night duty shifts.

#### **Health and Wellbeing:**

25. Promote physical, emotional, social, cultural, ethnic and spiritual welfare of each service user in Autism Initiatives
26. Ensure that the primary care needs of the children / young people are met
27. Prepare and provide, in consultation with service users, well balanced nutritious meals of high quality
28. Support attendance at medical and clinical appointments, ensuring the service user is consulted and informed of all health related matters

#### **Safe Services:**

29. Ensure compliance with the Health and Welfare at Work Act (1989)– the Social Care Worker is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.
30. Carry out required Health and Safety audits, daily visual fire inspections and complete and implement Risk Assessments and any related monitoring and reporting in line with the positive risk management policy and Autism Initiatives stay safe folder.
31. Support services users fire safety by completing personal emergency egress plans and supporting their understanding by scheduling regular fire drills.
32. Report any immediate concerns / incidents of questionable practice to their Line Manager or assigned manager in their absence.
33. Undertake various aspects of home management including, upkeep, cleaning, shopping and the reporting of maintenance duties through the maintenance log.
34. Report and record any significant events as per regulations, policy and procedure
35. Report and respond immediately to any cases of absconding, as per Autism Initiatives policy and missing person protocol.
36. Ensure compliance with all infection control policies and procedures in place, with an emphasis on cleaning, correct donning and doffing of PPE, hand hygiene, auditing and spot checks and peer to peer support.
- 37.** Ensure that the service user is not subjected to any forms of abuse and contribute to promoting a positive safeguarding culture in services by maximising service user consultation, promoting choice and reducing restrictive practices.
38. Ensure that any restrictive practices in place are reviewed regularly in line with current legislation, best practice and ensure that it is the least restrictive approach for the shortest time possible.

### **Effective Services :**

39. Attend FPM, Operational and HSE meetings when required by the Manager
40. To be involved, as appropriate, in the assessment of service users being referred to the service and assist with transfer to other services where required.
41. Develop and maintain effective relationships with internal colleagues and teams so that we provide an efficient service user outcome focussed service in positive environments.
42. Build and maintain positive relationships with families and significant people in service users lives.
43. Work in partnership with the parent, family, and other agencies on behalf of the service users.
44. Build and maintain effective relationships with commissioners, health professionals and other colleagues whose work impacts on the lives of service users.
45. To provide behavioural advice, guidance and consultation to families, support staff and other professionals under the supervision of the Team Leader and Practice Support Team.
46. Engage with and contribute positively to local groups, creating and maximising opportunities for service users to be part of the community.
47. Ensure that all feedback, including complaints, compliments and suggestions is encouraged, recorded, reported and used to improve the service.

48. Liaise with HSE, Local Councils ,parents and relatives and other stakeholders when/where deemed necessary by the Manager
49. Promote and initiate Art Projects and Enterprise Initiatives for supporting service user's employment opportunities
50. Attend and participate in team meetings and report to the Line Manager on matters affecting the delivery of service
  
51. Contribute to the ongoing development of the service and organisation in keeping with good practice and Autism Initiatives objectives

### **Responsive Workforce:**

52. Attend and contribute to own Practice Support, Performance Review, training and other events as required.
53. To continue to develop skills and knowledge through further training, development experiences and reflection, adapting practice as required.
54. Attend all relevant and required training and development programmes taking ownership for all identified training needs ensuring all mandatory training is in date at all times.
55. To contribute to the maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
56. Continuously develop own leadership style, being a positive role model for teams and colleagues.
57. Offer day to day support to their team
58. Keep informed of current legislation and professional social care knowledge
59. be responsible for own health and wellbeing in order to carry out the duties of the role and be committed to managing own work / life balance
60. be familiar with emergency procedures and know who to contact in an emergency
61. Participate in working within a team centred consistent approach
62. Ensure consistency and follow through on interventions between shifts
63. Provide accurate and precise information at handover
64. Be flexible and resilient and support the service during difficult times
- 65.** Remain calm and adopt a low arousal approach when supporting with Behaviours of Concern,

### **Use of Information:**

66. Comply with the provisions of GDPR and the Data Protection Act 2018. The Social Care Worker must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation
67. Ensure that all information relating to clients, their families, staff colleagues etc. is treated in a thoroughly professional manner, in accordance with the principles of confidentiality, data protection legislation and Freedom of Information
68. To maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice.

### **Governance, Leadership and Management**

69. Chair Keyworker meetings and delegate and coordinate actions resulting from same, review minutes taken and ensuring provision of minutes to line manager.
70. Support internal and external monitoring e.g. internal peer reviews/audits, HIQA inspections and provider inspections by engaging with inspectors and ensuring that all audits and inspections are facilitated and prepared for in a timely and efficient manner to the standard expected.
71. Ensure all actions arising from internal and external monitoring are recorded, acted upon, and improvements evidenced in both daily practice and supporting documentation, in a timely and efficient manner to the standard expected,
72. Carry out medication audits in the service, support the completion of identified actions and report any concerns to line manager.
73. Carry out Working File Audits support and delegate actions identified in a timely and efficient manner reporting any concerns to the line manager,
74. Carry out Peer to Peer Audits both within their assigned service and other services within the organisation, completing a report and action plan outlining person responsible and timeframe for actions requiring completion, review and sign off upon completion of actions.
75. Provide guidance and education for staff shadowing and work experience students
76. Provide shift leadership as and when required
77. Develop and implement shift planning
78. Be punctual and precise in maintaining time sheets and sign in sheets.
79. Reporting and recording accurately and professionally in line with national standards, HIQA regulation, Autism Initiatives requirements, the Five Point Star approach, New Directions.

Equality, Diversity & Human Rights It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the detail of legislation including the The Equal Status Acts 2000-2018 and the Irish Human Rights and Equality Commission Act 2014. Autism Initiatives is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

The Social Care Worker will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.

Duties will at all times be undertaken in compliance with Autism Initiative's Policies and Procedures and current legislation

**Person specification**

<b><u>Job Title:</u></b>	<b>Social Care Worker</b>	
<b><u>Qualifications:</u></b>	<b><u>Essential:</u></b>	<b><u>Desirable:</u></b>
	Relevant health care/Social Care qualification	
<b><u>Knowledge:</u></b>	<p>Knowledge in the area of Autism</p> <p>Current legislation and regulations relating to social care sector/HIQA</p> <p>Understanding of the needs and rights of individuals with autism.</p>	New Directions 2012
<b><u>Experience:</u></b>	<p>Multi-disciplinary working with people who have complex needs.</p> <p>Implementation and development of support/care plans, PCP's/other</p>	Chair meetings
<b><u>Skills/Abilities:</u></b>	<p>The ability to use your own initiative. To organise and prioritise your workload.</p> <p>Knowledge of finance</p> <p>Good communicator.</p> <p>To be flexible and proactive in problem solving situations.</p>	Keyworker skills
<b><u>Personal Qualities:</u></b>	<p>Able to work flexible and unsocial hours on a regular basis.</p> <p>Able to work evenings, weekends, on a rota basis. Attend/deliver training as required.</p>	