



## **ST. JOSEPH'S FOUNDATION**

**Bakers Road, Charleville, Co. Cork**

**Website: [www.stjosephsfoundation.ie](http://www.stjosephsfoundation.ie).**

St. Joseph's Foundation is a voluntary organisation providing comprehensive services for people with intellectual disabilities. Founded in 1968 the Foundation has grown through continuously responding to the needs of people with intellectual disabilities and their families. The Foundation presently provides early intervention, pre-school, school, adult day services, residential, respite care, elder care and home support in the North Cork and South West Limerick region. We have day services in Charleville, Mitchelstown and Liskennett with residential services in Co Limerick: Ballylanders, Croom, Ballyagran, Bruree, Kilmallock, Dromcollogher and in Co Cork: Charleville, Dromina, Newtownshandrum, Buttevant and Newmarket. **Applications are invited for the following posts:-**

### **CARE ASSISTANTS (maximum 39 hours per week)**

#### **DAY/RESIDENTIAL SERVICES**

#### **Permanent Posts Full time, Part time & Relief**

##### **The ideal candidates will have:**

- Experience of working with children/adults in the field of intellectual disability some of whom may present with behaviour which challenges.
- A relevant qualification, QQI Level 5 Healthcare Course (desirable)
- A high degree of flexibility

**Informal enquiries to Ms. Catherine O'Connell, Head of Client Services – 087 8541630**

##### **Notes:**

- Qualifications must be validated with the Department of Health & Children if studies were completed outside Ireland.
- Department of Health & Children Salary Scales of 01/11/2013 apply.
- A full Irish/EU Driving Licence is a requirement for the posts
- Panels of suitably qualified persons may be formed from which further vacancies may be filled.
- **For application forms and further details please e-mail [monicaosullivan@stjosephsfoundation.ie](mailto:monicaosullivan@stjosephsfoundation.ie) or phone on 063 21671.**
- Completed application forms to be submitted by **Friday January 11<sup>th</sup> 2019**

**St. Joseph's Foundation is an equal opportunities employer.**

## **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	<b>CARE ASSISTANT</b>
<b><u>REPORTING TO:</u></b>	<b>NURSE/SUPERVISOR/SOCIAL CARE WORKER/SOCIAL CARE LEADER</b>
<b><u>RELATIONSHIPS:</u></b>	<b>STAFF / VOLUNTEERS</b>
<b><u>LIAISE WITH:</u></b>	<b>Staff in Adults and Children's Services and Multidisciplinary Team.</b>
<b>INITIAL HOURLY</b>	As required - Day / rostered duty working in any one of the locations of St. Joseph's Foundation in accordance with the rosters
<b><u>COMMITMENT:</u></b>	and mobility programme operated by the service up to 39 hours per week.
<b><u>INITIAL ASSIGNMENT:</u></b>	<b>CHILDREN / ADULT SERVICES - ST. JOSEPH'S FOUNDATION.</b>

### **JOB GOAL:**

**TO ASSIST LINE MANAGER, SUPPORT SERVICE USERS AND DEVELOP THEIR STRENGTHS TO THE BEST OF THEIR ABILITY.**

### **DUTIES/RESPONSIBILITIES:**

Care for the day to day needs of the service users:

- Physical care – helping those who require assistance with dressing, personal hygiene, toileting etc.
- Facilitating service users to use their leisure time tailored to their needs, with an emphasis on community
- Instruct, supervise and support service users in daily living, work and leisure programmes as assigned and monitor progress.
- Recognise and report problems, physical/social/emotional and assist in the implementation of relevant programmes to counteract same.
- To work positively and constructively with service users who may present with challenging behaviour, and be involved in the planning and implementation of specific individualised approaches and programmes designed for these service users.
- To drive service users (using the Foundation's Transport) to and from day and residential services and leisure/ social outings etc as required.
- To contribute to the instruction of new staff and volunteers.
- Ensure adequate reports are kept as requested.
- Maintain a high standard of orderliness, cleanliness and tidiness within the area so that the working / living environment is pleasant and comfortable for all.

- You may also be required to provide support for a service user in locations outside of St Joseph's eg accompanying service users on holidays/family outings or a hospital stay.
- You will be required to assist our service users while they are using the therapy pool and based on their need you may be required to join them in the pool. Your Line Manager will provide you with advice on using the pool with the service user and the life guard / instructor on duty will advise you on best/ safe practice in the pool.

## **HEALTH & SAFETY**

- To be aware of and practice the correct use of all aids & appliances e.g. Hoists.
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each area.
- Make oneself aware of the Foundation's duties and the employee duties under the Safety, Health and Welfare at work Act 2005.
- Report faulty equipment and fittings to the Line Manager.
- To ensure adequate knowledge of and compliance with emergency actions and plans.
- To ensure fire and safety precautions are implemented and maintained.

## **GENERAL**

- To promote a positive and dignified awareness of learning disability in the community.
- To undertake relevant training courses (both in house and external) as may be required to develop the necessary skills to meet organisational needs.
- Be familiar with new developments in the field of Intellectual disabilities, HIQA guidelines for residential care and any other policies or guidelines pertaining to the role of Care Assistant.
- To act as a Key Worker for service users as required.
- To attend courses/seminars/meetings as requested/approved by the Manager of Adult/Children's Services or Chief Executive.
- To ensure that parents and other visitors to the services are attended to with tact and consideration.
- As the above is not an exhaustive list of duties and responsibilities, this job description may be revised from time to time to take account of any change in requirements of the position or any other duties as may be assigned by the Manager of Adult/Children's Services or Chief Executive.

## **CONFIDENTIALITY.**

**In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of clients or staff or other centres' business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them.**

## CARE ASSISTANT

### MERGED SALARY SCALE 2013

		<u>Per Hour</u>
POINT 1	-	€11.76
POINT 2	-	€12.41
POINT 3	-	€13.07
POINT 4	-	€13.28
POINT 5	-	€13.63
POINT 6	-	€14.46
POINT 7	-	€15.43
POINT 8	-	€15.70
POINT 9	-	€16.35
POINT 10	-	€16.84
POINT 11	-	€17.23
POINT 12	-	€17.68
POINT 13	-	€18.02 LSI