

## **The Anne Sullivan Centre: Social Care Worker (Full Time Day Shifts) (<https://www.activelink.ie/node/108558>)**



### **Social Care Worker (SCW) – Full time Day Shifts**

#### **Scope of the position**

The Anne Sullivan Centre (ASC) located on Brewery Road, Stillorgan, Co Dublin provides residential, day and outreach expertise and care to people who are deafblind. We are a small organisation providing intensive professional support to individuals who are experiencing significant multi-sensory challenges. At present we are recruiting Social Care workers to join our small team.

As a Social Care Worker, you will be responsible for providing a safe, secure, homely environment where Residents can participate in community, educational and leisure activities. In addition, you will assist in enabling Residents make choices themselves and enjoy a lifestyle that fulfils their potential and expectations, bringing opportunity for new experiences. This is a key leadership position within ASC, supporting the Team Leader and holding responsibilities for effective and efficient service delivery, while supporting and driving quality initiatives.

It is a full-time role, with daytime roster requirements of 39 hours per week on average, worked over 7 days on a rolling rota. 12-hour shifts are in operation.

#### **Reporting Relationship**

This position reports to the Team Leader.

#### **Accountabilities**

- Taking a lead role in collaborating and supporting the Team Leader in the running of the house/apartment, while ensuring a culture of responsibility and accountability exists within the team
- Building strong relationships and having accountability for Residents and interactions with their family and friends
- Understand the role and impact of effective interdisciplinary teamworking, in meeting Residents needs and be able to effectively contribute to decision-making within a team setting
- Developing and implementing Personal Plans, in line with ASC Policies and Procedures
- Linking in with multi-disciplinary team (MDTs) and ensuring recommendations are followed through and communicated effectively to others
- Supporting the Organisation's goals in line with the ASC Strategic plan and Statement of Purpose
- Adhering to and monitoring the implementation of all policies and procedures, including communicating these to team members
- Responsible for collaborating with the Social Care Manager, Day and Residential Services Manager and Team Leaders in relation to audits in the house, in line with ASC policies
- Support ASC in Medication Management, including administering of same to Residents
- Committed to taking on additional responsibilities including conducting regular staff supervisions and also in areas such as practice development, audits, transport, infection control, first aid, key working, reviewing staff training records.
- Deputising for the Team Leader where required

#### **Key Responsibilities**

##### **Advocacy**

- Act as an advocate on behalf of Residents and be proactive in maintaining their support network
- Ensure the overall welfare and well-being of the Residents is a primary focus
- Be the primary contact with Residents family, friends and visiting professionals
- Facilitate and implement a Person-Centred service appropriate to the needs, wishes and requirements of the Resident, liaising with the Multidisciplinary team (MDT) where required
- Take a lead role in organising and/or attending all Personal Care Plan (PCP) reviews, house and Resident meetings
- Ensure that the Residents clothing and personal belongings are labelled and maintained in good condition

## Personal Plans

- Take a lead role in the co-ordination, development and implementation of Resident's plans, in order to meet the aspirations and goals of the Resident, while ensuring these plans are reviewed on a regular basis, a minimum of each quarter
- Input relevant information into the Personal Plan folder and review on a regular basis with Team Leader and the MDT
- Develop the strengths and personal qualities of Residents, through their goals as outlined in their Personal plan, ensuring informed consent has been obtained from them

## Communication

- Be able to express professional, informed and considered opinions to residents, health professionals and others within the boundaries of confidentiality.
- In conjunction with the wider staff team, ensure that the Resident's daily activities are meaningful, enjoyable and varied
- Foster a good relationship with Residents, their family, staff, volunteers and visitors, ensuring open regular communication and professionalism at all times
- Maintain the Resident's communication system (Schedule board, symbols, photos and signs etc.) and ensure that team members utilise it
- Update Resident's timetables, ensuring time for appointments, interventions, exercise and programmes, as advised by the MDTs, are included
- Liaise with MDT to ensure that Resident's updates are maintained and communicated
- Ensure all reports and records are person centred, written factually and up to date using clear, precise language that others can interpret and understand
- Maintain strict confidentiality in relation to matters regarding Residents/Service Users, other team members and the services provided by ASC

## Supporting the Resident

- Work with Residents in a way that promotes safeguarding, equality, dignity, diversity and their rights
- Ensure that any safeguarding concerns are raised immediately, in line with the ASC Safeguarding Policy
- Provide assistance in all aspects of personal development, personal care, while adhering to safe practices at all times, including safe administration of medication to Residents
- Support Residents to identify their future aspirations and current support needs and consider how these can be met, in line with the principles of social role valorisation.
- Assist Residents in reaching their potential in independence, communication and personal development
- Ensure the service provided is reviewed in conjunction with the Team Leader to ensure it is working effectively and in line with budget
- Hold Service User planning meetings, to ensure that decisions are arrived at in a spirit of co-operation and that each Resident's voice is heard in the decision-making process
- Ensure that all records are maintained in accordance with ASC Retention of Records Policy
- Be able to evaluate intervention plans using appropriate tools and recognised performance/ outcome measures along with Residents responses to the interventions. Revise the plans as necessary and where appropriate, in conjunction with the Resident
- Celebrate social occasions and other events that occur during the year
- Ensure that supports are utilised in a way that facilitates Residents to participate in educational and recreational activities of their choice
- Adhere to all relevant national policies, including (but not limited to) HIQA Standards, HSE Policies, including any safeguarding plans
- Take responsibility for delegated duties to ensure compliance with HIQA
- Take responsibility in ensuring a clear record of resident's personal possessions is maintained on EpicCare.
- Assist Residents with budgeting and management of their personal finances, as required, ensuring Residents monies are accounted for and recorded, in line with ASC Residents Funds Policy

## Health, Safety and Hygiene

- Adhere to relevant ASC policies and procedures in order to ensure each house operates to the appropriate standard
- Adhere to Health & Safety standards and ensure that the health and safety of each Resident is central to day- to-day activities
- Be able to recognise important risk factors and implement risk management strategies, recording concerns and decisions
- Ensure all issues pertaining to Health and Safety, environmental upkeep of the house is brought to the attention of the Team Leader/ Health & Safety Officer
- Maintain a high level of hygiene and cleanliness within the houses at all times
- Ensure high standards of work practices operate within the houses

## Other Duties

- Undertake duties as may be assigned by the Team Leader, Social Care Manager, Day and Residential Services Manager, to support the service

## Essential criteria

- QQI Level 7 Degree/National Diploma in Social Care or an equivalent level 7 qualification in related discipline
- Progressing with CORU Social Care Worker registration
- Experience in implementing positive behaviour supports
- Excellent working knowledge of regulatory compliance and HIQA Standards, Regulations, Safeguarding of Vulnerable Adults

## Desirable criteria

- Proven leadership capabilities
- Person centred rights focused
- QQ1 Level 3 in Sign Language or a commitment to attaining same
- Strong communication and good decision-making skills
- Well-developed report writing skills (e.g. Accident/Incident report forms)
- Positive risk taking
- Good time management capabilities
- Excellent team player, as well as having an ability to work effectively on own initiative
- Be able to engage in and take responsibility for one's own professional development (CPD)
- Committed to assist with new staff induction/training and conduct regular supervisions

## How to apply

If interested, please submit your CV and cover letter via email [torecruitment@annesullivancentre.ie](mailto:torecruitment@annesullivancentre.ie) (<mailto:recruitment@annesullivancentre.ie>)

The Anne Sullivan Centre is an Equal Opportunities Employer.

### Region

Stillorgan, Co Dublin

### Date Entered/Updated

28th May, 2024

### Expiry Date

28th Jul, 2024

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