

The Cavan Autism Centre: Personal Assistant **(<https://www.activelink.ie/node/112096>)**

Role: Personal Assistant – Full-Time

Report to: Manager

Responsibilities:

- Responsible for the wellbeing of service users attending the Cavan Autism Centre.
- Care for the day to day needs of the service users attending the service.
- Personal care – providing assistance in tasks such as dressing, washing, etc.
- Assistance with domestic skills such as cooking, shopping, cleaning etc.
- Accompany service users to community activities as required.
- Work in partnership with the service users, families and other agencies as required.
- A strong sense of empathy, flexibility and a team-oriented work ethic.
- Treat service users and their families with dignity and respect.
- Provide verbal and written feedback on the progress of service users.
- Perform any other duties that may be assigned from time to time.
- Ensure that the service users are not subjected to any forms of abuse and in particular, to ensure that they are not subjected to bullying or the threat of bullying .
- Participate in meetings in relation to the care and development of the service users including compiling/amending personal care plans etc.
- Encourage and develop the social skills of the service users.
- Implementation of a Person-Centered approach for service users.
- Provide a safe and supportive and empowering environment for service users.
- Creating plans and templates for service user's documents.
- Liaise with Multi-Disciplinary Teams (MDTs) when required.
- Provide support to colleagues within the team setting.

The list of key duties is not exhaustive.

Other Requirements of Post:

- Reliability and a flexible approach.
- Ability to conduct oneself in a professional manner throughout the course of one's duties.
- Adherence to Cavan Autism Centre's policies and procedures at all times.

Essential Criteria:

- Ability to work independently and as part of a team.
- Strong problem-solving skills.
- Excellent interpersonal and communication skills.
- Motivated, energetic and enthusiastic personality.
- An ability to advocate on behalf of service users.
- A full, clean driving license – must be able to drive the service bus and car.
- Social Care Qualification.
- Experience of the design and delivery of programmes for people with disabilities.

Desirable Criteria:

- Minimum 2 years+ experience working with adults on the autism spectrum.
- Knowledge of Microsoft Word and basic computer skills.

Hours: Monday to Friday - 36 hours per week.

Salary: Dependent on qualification and experience.

To apply:

Please send your CV to manager@cavanautismetc.ie (mailto:manager@cavanautismetc.ie)

Region

Latt, Cavan

Date Entered/Updated

12th Nov, 2024

Expiry Date

26th Nov, 2024

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