

The Anne Sullivan Centre: Social Care Worker **(<https://www.activelink.ie/node/114015>)**



Social Care Worker (SCW) – Full time Day Shifts

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 in ASC, supporting and reporting to the Team Leader and holding responsibilities for effective and efficient service delivery.

This role is open to Graduates and experienced Social Care professionals and is based in Stillorgan, Co Dublin. It is fulltime, with 12-hour day shifts of 39 hours per week on average, worked over 7 days on a rolling rota.

Accountabilities

- Taking a lead role in collaborating and supporting the Team Leader in the running of the house, while ensuring a culture of responsibility and accountability exists within the team
- Acting in the best interests of residents at all times, promoting independence and community integration, with due regard for their will and preference
- 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 with all work colleagues
- Supporting the Organisation's goals in line with the ASC Strategic plan and Statement of Purpose
- Understanding the role of policies and systems to protect the health, safety, welfare, equality and dignity of residents, staff and volunteers
- 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
- Be able to gain informed consent to carry out assessments or provide interventions and document evidence that consent has been obtained
- 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

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
- 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
- To work with the service user, using Social Role Valorisation (SRV) methodology, to ensure inclusion in a community of their choosing

Health, Safety and Quality

- Be able to demonstrate an evidence-informed approach to professional decision-making, adapting practice to the needs of the Resident and draw on appropriate knowledge and skills, in order to make professional judgements
- 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 carry out and document a Risk Analysis, 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
- Eligible to register with CORU as a Social Care Worker and complete this by November 2025
- Excellent working knowledge of regulatory compliance and HIQA Standards, Regulations, Safeguarding of Vulnerable Adults
- Eligible to work in Ireland

Desirable criteria

- Proven leadership capabilities
- Person centred rights focused
- Experience in implementing positive behaviour support programmes
- 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
- QQ1 Level 3 in Sign Language or a commitment to attaining same
- A full, clean Driving Licence (for ASC Insurance, must be over 23 years)

How to apply

Please submit your CV and cover letter via email to recruitment@annesullivancentre.ie (<mailto:recruitment@annesullivancentre.ie>)

The Anne Sullivan Centre is an Equal Opportunities Employer.

Region

Stillorgan, Co Dublin

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