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| **BEAM Services**  **Job Title: Assistant Program Facilitator** | | Timeline  Description automatically generated | |
| **Location** | All BEAM Services in Bagenalstown and/or Bunclody. | |
| **Hours** | Could include Monday to Saturday. Hours 9.00 am to 8 p.m. | |
| **Contract** | Permanent: We are offering a variety of hours  **35** hours per week: **30** hours per week & **20** hours per week contracts | |
| **Salary** | Linked to HSE **HCA** Salary Scales (2023) **€30,755.00 - €43,909.00** p/annum pro-rata. | |
| **Reporting Relationship** | Day Service Manager & CEO BEAM Services | |
| **Working Relationships** | **Liaises with:**   * Members & their families as required. * The staff team in BEAM Day Services * The Manager / Deputy Manager and staff in BEAM Services * Any Multi-Disciplinary supports attached to the service. * All other relevant stakeholder | |
| **Job Summary** | The Assistant Programme Facilitator will be committed to delivering a high standard of service in line with the ethos and vision of Beam Services. They will undertake all daily activities & routines of the designated centre they are working in. This includes direct support to service users, household tasks and administrative duties.  Assistant Programme Facilitators must be able to work on their own initiative, be part of a team and be able to plan and organise daily activities and routines within the designated centre/day service. This role involves working shifts on a rostered basis and will include the following, day work, evening work, overnights, and weekends.  The Assistant Programme Facilitator will need to be able to work as part of a team ensuring best practice service delivery in line with New Directions Standards & Regulations as well as ensuring a Person-Centred approach to service delivery. | |
| **Duties & Responsibilities** | **Main Duties and Responsibilities**   * The Assistant Programme Facilitator will work proactively as a member of the staff team and contribute positively to ensure good teamwork, in both day and residential settings. * They will ensure that the house/designated centre/day service is maintained to a high standard, i.e. that domestic duties are completed to a high standard. * They will be able to work as part of a team to ensure a Person Centred approach to service delivery for all individuals that we support ensuring that all members have positive life experiences. * There will be flexibility in working hours & locations to ensure that all members in Beam Services are supported within Day Services. * The Assistant Programme Facilitator will work as part of a team to ensure that members can make choices, develop self-advocacy skills and be an active citizen in their local community. * They will support the Keyworker to ensure that all goals are met and actioned. They will also support the Programme Facilitator to ensure that documentation is current and up to date. * They will be competent and confident while driving Beam vehicles or acting as an escort in Beam Service vehicles which is an integral part of the role. * They will ensure that mandatory vehicles checks are carried out as required. * They will support the development & implementation of appropriate training, leisure, social and personal activities for members within their area. * They will ensure that any obstacles identified in relation to members goals are identified and brought to the Day Service Manager’s attention. They will work as part of the staff team to put a plan in place to overcome the obstacles. * They must be familiar with all policies and procedures within the service and ensure that they are adhered to. * They will report all accidents / incidents / complaints / concerns / compliments and fill out the appropriate paperwork. * They will be familiar with service requirements in terms of New Directions, the Health Act 2007 and HIQA Regulations and Standards. * They will attend and participate in staff meetings, training sessions, supervision and mentoring sessions to develop and extend knowledge and skills on every issue in relation to the designated centre and residents. * In terms of safeguarding concerns, will report all matters of concern to the Designated Officer (DO). * They will attend staff training as required be it mandatory training or non-mandatory training. * They will be Health & Safety conscious and report faults to the Health & Safety Coordinator, participate in Fire Drills and support members during the drills. To abide by the Health & Safety Statement in Beam Services. * They will identify risk, assess the risk and document appropriately as per the Risk Policy in Beam Services with the support of the staff team. * They will maintain strict confidentiality in relation to members and the business of Beam Services. You will over the course of your employment have access to or will hear information concerning the medical or personal affairs of residents who use the service and/or staff or health service professionals. Such records and information are strictly confidential and on no account may be divulged or discussed except in the performance of normal duty. * Employees within Beam Services are expected to have a high degree of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post within the service are likely to change with the ongoing needs and development within the service. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time.   *The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post*. | |
| **Personal Specifications** | **Education & Training:**   * A FETAC Level 5 qualification in Health Care is a requirement for this position.   **Experience:**   * 1 years experience in the field of health care is essential. * Experience working with challenging behavior, crisis intervention and de-escalation techniques are essential for this role. * Proven competence in the care and support of the adults with intellectual disabilities and a genuine interest in this area is required.   **Knowledge & Skills:**   * A sound knowledge and proven ability to interpret and apply legislation such as The National Standards for Adults with Disabilities. * Applicants must have excellent communication skills and be highly motivated. * Excellent record keeping skills are required. * Proven ability to develop positive relationships with a variety of stakeholders. * A Full Clean Driving Licence is essential for this role.   **Competencies and Values:**   * Human Rights Based Approach * Resilience, Positive Attitude & Openness to Change * Effective Communication & Working Relationships * Planning, Organising & Reprioritising * Innovation, Creativity & Problem Solving | |
| **Personal Specification:** | A strong commitment to caring and an empathetic understanding of those with an intellectual disability are essential attributes for this role. The successful candidate should possess excellent people skills, be flexible and have experience with rapid and complex changing work environments. | |
| **Professional Expectation** | You will be expected to keep abreast of current developments and best practice in the area of Social Care. In this respect you may from time to time be required to attend appropriate courses and seminars.  The Health Care Assistant must be aware of ethical policies and procedures which pertain to the sector including:   * National and BEAM Services agreed Policies and Codes of Good Practice. * New Directions * Safeguarding Vulnerable Persons at Risk of Abuse. * Confidentiality Guidelines. * Data Protection Guidelines (GDPR). * Equal Opportunity Principles. * Health & Safety requirements in compliance with BEAM Services instructions. * Be fully familiar with fire precautions and fire drills. * Notification of accidents, incidents, and other reportable events. | |
| **Confidentiality** | In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of service users 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. | |