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| **BEAM Services**  **Job Title: Programme Facilitator – Day Services** | | Timeline  Description automatically generated |
| **Location** | You will be employed by Beam Services, which includes all services run by the Company; you may be required to work in an alternative community location in accordance with the needs of the service. | |
| **Hours** | 30 hours per week & 15 hours per week | |
| **Contract** | Permanent Full Time | |
| **Salary** | Salary linked to HSE **(2023**) SCW Salary Scales **€36,945 - €52,720** per annum pro rata. | |
| **Reporting Relationship** | Day Service Manager & CEO BEAM Services | |
| **Working Relationships** | **Liaises with:**   * Members & their families as required. * The staff team & Deputy Manager or other identified staff member * The Manager in BEAM Services * Director of Service & Board as required. * Committees within the service as requested. * Any multi-disciplinary supports attached to the service. * All other relevant stakeholders | |
| **Job Summary** | The Programme Facilitator will be committed to delivering a high standard of service in line with the ethos and vision of Beam Services. He/she will undertake all daily activities & routines of the programme area they are working in. This includes direct support to service users, delivering programmes and administrative duties.  The Programme Facilitator is expected to have a high standard of social care practice which entails having the following up to date Person Centred Plans, Medication Management, Risk Assessments, and any necessary documentation to support the service users. They will be involved as part of the team to ensure that each service user in Beam Services is supported to achieve their needs and wishes as agreed in their Person-Centred Plan.  Programme Facilitators must be able to work on their own initiative, delegate tasks, be able to plan and organise daily activities and routines within the day service. This role involves working day service hours with occasional evening support as required.  The Programme Facilitator will work as part of a team ensuring best practice service delivery in line with New Directions ensuring a Person-Centred approach to service delivery. | |
| **Duties & Responsibilities** | * The 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. * To ensure that the day service is maintained to a high standard, to facilitate a good learning environment for learners. * 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 service users have positive life experiences. * The Programme Facilitate will encourage and respect members to develop so they can make choices, develop self-advocacy skills and be an active citizen in their local community. * The Social Care Worker will act as Keyworker for specific individuals. This means they will take the lead on the Person-Centred Plans for those members for whom they are keyworker. This means organising PCP meetings and reviewing the PCP as required. They will also ensure that specific documentation is up to date, for example, Kardex’s, emergency protocols, intimate care plans, or any other relevant documentation for the member. * The Programme Facilitator will support members with their personal & intimate care needs to ensure that they are able to participate in a positive way in their daily activities. * They will develop & implement appropriate training, leisure, social and personal activities for members within their area as identified in the goal section of the Person-Centred Plan. * 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. * Ensure that any obstacles identified in relation to member’s goals are identified and brought to the Deputy Manager’s/Manager’s attention. They will work with the Deputy Manager /Manager to put a plan in place to overcome the obstacles. * The Programme Facilitator will ensure that members have a planned programme of training and education ensuring that each person has the required support to meet their social and educational needs. * Ensure that Beam Services medication policy is adhered to at all times. Ensure that prescribed medications are stored as per the Medication policy and ensure that Members are supported to be as independent as possible in the management of their medication. * To be familiar with all policies and procedures within the service. * Report all accidents/incidents/complaints/concerns/compliments and fill out the appropriate paperwork. * The programme facilitator will ensure that all written reports are up to date and are reviewed within the agreed timeframes. * Be familiar with service requirements in terms of New Directions, the Health Act 2007, and any other applicable government legislation. * To attend and participate in staff meetings, training sessions, supervision, and mentoring sessions to develop and extend knowledge and skills. * In terms of safeguarding concerns, to report all matters of concern to the Designated Officer (DO). * To ensure good links with the Multi-Disciplinary Team, so members have good health & wellbeing. * To 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. * To identify risk, assess the risk and document appropriately as per the Risk Policy in Beam Services. * 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 degree level 7 or 8 qualification in Social Care / Social Studies or equivalent field is a requirement for this position.   **Experience:**   * Minimum 2 years’ experience 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 & time management skills and be highly motivated. * Excellent record keeping skills are required. * Proven ability to develop positive relationships with a variety of stakeholders. * Polish Speaking is desirable. * Full Clean Irish Driving Licence   **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 rapidly 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 Programme Facilitator 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. | |