

Team Member– Day Services
Stewarts

Role	Team Member – Day services
Job Number	
Closing Date	25 th November 2021
Duration of Post	Full Time Permanent
Location	Operating from three main sites at Palmerstown, Rossecourt and Kilcloon and several satellite day service hubs throughout West Dublin and North Kildare.
Reporting Relationship	Director of Care-Day Services or person nominated by them
Job Purpose	The overall role and responsibility of a Team Member is to provide a person-centred service to service users through education, training and activation through the implementation of meaningful individualised programmes in all areas of Day Services.
Scope of the Role	The Team Member is a member of the Day Services Department and will deliver programmes in conjunction with the wide multidisciplinary team and other relevant agencies.
Key Duties and Responsibilities	<p style="text-align: center;">General Duties</p> <ul style="list-style-type: none"> • Have the flexibility to work across all of Day Services to meet the needs of the service. • Take the lead role in implementing day services programmes for service user. • Promote best practice. • To follow correct procedure for all incidents / accidents. • Keep accurate records. • Communicate with the line managers daily and provide up-to-date service reports. • Promote innovation in service delivery throughout day services • Work as part of a team in contributing to the design and further development of the Day Services Programme in line with New Directions Guidelines. • Support service users in conjunction with Person Centred Planning (PCP) to set personal goals, develop and carry out a plan to achieve these goals. • Promote person-centredness throughout the service. • Listen to service users wishes and support them to advocate for themselves while encouraging them to take responsibility for decisions in their day to day lives. • Support service users to carry out a swimming programme, which will include entering the pool. • Actively seek new interests and opportunities with service users to interact in their community in a positive way and promote active citizenship.

- Provide personal assistance for service users in the areas of personal needs including intimate care.
- Communicate with Line Manager on a regular daily basis and provide up to date service reports.
- Undertake driving duties and bus escort duties in Stewarts Care vehicles once initial training complete. Ensure all bus protocols and policies are followed.
- Maintain record systems in accordance to Adult Services policies.
- Any other duties which may be assigned from time to time.

Quality, Service User Safety and Governance

- Work directly with service users and staff on a day to day basis.
- Plan and develop programmes (with his/her team) to meet the individual needs of service users.
- Provide and maintain high standards of care to ensure dignity and respect for each service user.
- Participate in the development, training, education and care of service users and to ensure their welfare and safety.
- Be responsible as the need arises for service users and act as a key worker.
- Maintain a friendly and supportive relationship with parents and families while respecting the individual's right to privacy.
- Receive feedback from service users and their families with an emphasis on improving the experience and provision of quality of care within Day Services.
- To liaise with the multi-disciplinary team so as to ensure that the continuity of health care for service users is maintained to a high standard.
- Maintain the highest possible standards at all time in relation to "Best Practice" Health / Safety, Hygiene and Delivery of Service.
- To promote self- development, independence and individuality of each service user.
- Transition service users from traditional campus based model of care delivery to community based supports (Hubs).
- Be responsible for implementation of risk management policy and procedures.
- Ensure that the health and welfare of staff and service users is maintained in accordance with Stewarts Care

procedures and that all safety precautions are implemented.

- Apply adult safeguarding policies and ensure they are adhered to across all of Day Services.
- Be responsible for the implementation of fire safety recommendations and standards as identified by the fire safety officer.
- Maintain a code of confidentiality and discretion in all dealings with service users, families and staff.
- Administer, supervise and record prescribed medication, where trained and applicable.

Financial and Resource

- Be accountable for all resources and budgetary provisions within your area of responsibility. Implement appropriate systems to ensure accountability is appropriately disseminated throughout the service.

Management

- Is fully accountable for Care Staff within day services.
- To provide support to students on placement.
- Follow the reporting mechanism for all incidents/accidents and record same.
- To provide written reports as required and have an appreciation of the importance of legal aspects and be able to write a factual statement concerning an accident or incident which occurs.
- Ensure appropriate management practices are applied and performance management strategies, as outlined by the HR Department, are implemented.
- Ensure all staff within area of accountability, meet the requirements outlined by the L&D department for core competency training and best practice training.
- Provide regular supervision to staff.
- Co-ordinate staff meetings to enhance team work and promote good communication.
- Identify staff training needs and deficits.
- Ensure staff are educated with regard to relevant policy.
- Information Technology Skills
- Observe strictly the Code of Confidentiality.

The above Job Specification 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

	<i>time to time and to contribute to the development of the post while in office.</i>
Qualifications & Experience	<p>Candidates must meet the following criteria relevant to the role:</p> <ul style="list-style-type: none"> • Degree (Hons) in Teaching Education & training/Home Economics, Art & Design or Social Care Degree or RNID qualification. • Minimum of 1 year experience working in the area of intellectual disability
	<i>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</i>

**Terms and Conditions of Employment
Team Member Position**

Remuneration	<p>Remuneration is in accordance with the Department of Health consolidated pay scales</p> <p>Current Salary Scale: Team Member Salary Scale €37,522.00 - €54,569.00</p> <p>Salaries and increments are paid in accordance with DOH scales</p>
Annual leave	24 Days per annum during fixed closures
Working week	<p>The hours allocated to this post are 39 hours per week with a 7.8 hour standard working day, exclusive of lunch breaks</p> <p>The allocation of these hours will be at the discretion of the Director of Day Services and in accordance with the needs of the service</p>
Probation	All employees will be subject to a probationary period of 6 months, with an extension if required to 9 months. This probationary period applies to all employees irrespective of their role or type of role.
Garda Vetting	Stewarts will carry out Garda vetting on all new employees. An employee will not take up employment with the organisation until the Garda Vetting process has been completed and the organisation is satisfied that such an appointment does not pose a risk to the service users and employees.
References	<p>Stewarts will seek up to two written references from current and previous employers, educational institutions or any other organisation with which the candidate has been associated.</p> <p>Stewarts reserves the right to determine the merit, appropriateness and relevance of such references and referees.</p>