

**Care Staff Respite Services  
Stewarts Care**



Role	Care Staff Respite Services
Job Number	
Closing Date	30 <sup>th</sup> November 2021
Duration of Post	Permanent Full Time ( 39 hrs per week)and Part time ( 21hrs per week)
Location	Stewarts Care provides both overnight and day respite for children and adults with intellectual disabilities, at three separate locations at Straffan, Kilcloon and Kilcock.
Reporting Relationship	Programme Manager of Resident Services
Job Purpose	The overall role and responsibility of Care Staff is to enhance the lives of the service users. To this aim Care Staff must work effectively with all staff directly involved with the service users of Stewarts Care.
Scope of the Role	The Care Staff is a member of the Resident/Respite Services Department and will deliver care in conjunction with the wider multidisciplinary team and other relevant agencies.

Key Duties and Responsibilities	<p data-bbox="509 142 711 176"><b><u>General Duties</u></b></p> <ul data-bbox="561 233 1360 919" style="list-style-type: none"><li data-bbox="561 233 1360 422">• Support the service users in all aspects of daily life, having due regard for their safety and the safety of others, by providing supervision, interaction and activation both within the home and in community including outdoor activities in accordance with Stewarts Care Policy.</li><li data-bbox="561 436 1360 541">• To ensure that all efforts are made to cater for the physical and emotional needs of the service users to ensure the highest quality of care.</li><li data-bbox="561 556 1360 661">• To assist in the day to day running of respite homes so that each area is run in a manner that is in keeping with the highest professional standards and care.</li><li data-bbox="561 676 1360 749">• To work as part of the MDT to implement care plans, assessments and support plans for all service users.</li><li data-bbox="561 764 1360 919">• To observe and report on service user to nursing staff and other personnel directly involved with service users when requested. To assist in client assessment and programme implementation.</li></ul>
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- To assist in the implementation of nursing treatment as directed.
- To assist in the introduction of new Care Staff to the service users and general routine.
- To work as keyworker to provide additional support and person centred care to individuals within the group. To attend In-service Training Programme and lectures dealing with the development of service users.
- Attend Fire Prevention and Emergency Training Sessions and become conversant with them and to implement fire orders as per letter of appointment
- Observe strictly the Code of Confidentiality.
- Maintain Hygiene and tidiness in area assigned to.

#### **Education & Training**

- Partake in career and personal development planning.
- Maintain own professional development and competence.
- Actively participate in induction, supervision, mentoring, appraisal, reflection and be open to reflective practice.
- Attend mandatory training programmes as directed by Stewarts Care.

#### **Quality and Risk, Health and Safety Management**

- Participate in any quality improvement projects and change initiatives which may be introduced.
- Follow and adhere to all risk related guidelines as stipulated by Risk Management.
- Ensure the highest level of confidentiality pertaining to all organisational stakeholders.
- Maintain appropriate service user record details and statistics in accordance with organisational and departmental guidelines, along with the Freedom of Information Act.
- Comply with and contribute to the development of relevant organisational policies, legislation and professional policies, guidelines and requirements to ensure safe practice and high standards of service delivery.

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|  | <ul style="list-style-type: none"><li>• Work in a safe manner with due care and attention to the safety of self and others.</li><li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the</li></ul> |
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role.

- Follow and adhere to the Safeguarding Vulnerable Persons at Risk of Abuse National Policy and the Organisations Safeguarding procedures.

#### **Administrative**

- Responsibility for daily administration duties.
- Positive representation of the Respite Services through effective communication and engagement with other disciplines.
- Compliance with Stewarts Care HR policies with respect to all types of leave, to ensure the Day Services department needs are met.
- Compliance with Health and Safety regulations within the workplace at all times.
- Compliance with all relevant statutory local and organisational regulations and policies at all times.
- Maintain appropriate service user records and comply with department policies regarding clinical documentation practices.
- Contribute to implementing and achieving KPIs as agreed by the Line Manager.

#### **Competencies, Skills and Knowledge**

Candidates must demonstrate sufficient competency and professional knowledge to carry out the duties and responsibilities of the role.

#### **Education and Skills**

- Minimum QQI Level 5 (Healthcare Support) or SKILL-VEC Level 5 or one years' experience working in the area of disability.
- Excellent Communication Skills.
- Knowledge of New Directions Guidelines and Interim Standards.
- Full flexibility required to work shift work. Due to the nature of the service, shift cover is required over 24 hours, seven days a week. Weekday, evening, nights and weekend shifts available.
- Genuine respect and empathy for diversity and individuality.
- Flexible, responsible and mature approach to work.

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|  | <ul style="list-style-type: none"><li>• Creativity (e.g. in using community resources, problem solving, dealing with service user needs).</li></ul> |
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- Professional, accountable, good planning and time management skills.

### **Organisational & Role Specific Knowledge**

- Demonstrates knowledge of the services provided by the organisation.
- Knowledge of the organisational structure and functions.
- Awareness of the organisation's Strategic Plan 2016-2019.
- Knowledge of HIQA, the Health Act 2007- 2013, Progressing Disability Services for children and young people, New Directions & Mental Health in Intellectual disability.

### **Communication**

- Effective communication skills both verbal and written.
- Understanding the importance of the MDT in the provision of care and the ability to develop and maintain relationships with all stakeholders.
- Ability to engage and negotiate with relevant stakeholders in the best interests of service users.
- Proficient in Microsoft suite and strong ICT skills relevant to the role.
- Ability to work on own initiative.

### **Leadership**

- Ability to prioritise and organise tasks within a dynamic and changing environment.
- Resilience, positive attitude and openness to change.
- Displays high personal standards, gives and receives feedback.

### **Planning and Organising**

- Effectively deal with a wide range of information sources, investigating all relevant issues.
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence.

*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*

*time to time and to contribute to the development of the post while in office.*

Qualifications & Experience	<ul style="list-style-type: none"> <li>• Minimum QQI Level 5 (Healthcare Support) or SKILL-VEC Level 5 or one years' experience working in the area of disability.</li> <li>• Excellent Communication Skills.</li> <li>• Knowledge of New Directions Guidelines and Interim Standards.</li> </ul>
	<p><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></p>

Terms and Conditions of Employment  
Care Staff, Respite Services - Stewarts

Remuneration	<input type="checkbox"/> Current Salary Scale: €27,935 €40,393 on a pro-rata basis.(Care Assistant ID Agencies) Your salary is paid monthly (16th unless when 16th falls on Saturday or Sunday you are paid on the Friday prior to the 16th) by direct credit transfer into any Bank or Building Society of your choice where the paypath system operates.
Annual leave	<input type="checkbox"/> 37 calendar day's on a pro-rata basis.
Working week	<input type="checkbox"/> The hours allocated to this post are 39 ( full-time) or 21 hours (part time) per week <input type="checkbox"/> The allocation of these hours will be at the discretion of the Director of Resident Services and in accordance with the needs of the service
Probation	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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. Stewarts reserves the right to determine the merit, appropriateness and relevance of such references and referees.

**This is not an exhaustive list of duties. You may be required to perform any other such duties as may be assigned by your manager or person nominated by them. As the duties and responsibilities of any post in Stewarts are likely to change with on-going needs of services users, staff are expected to have high level of flexibility and a willingness to develop new approaches to their work.**