



## **Team Member (Care Assistant)**

Kingsriver Community has a number of exciting opportunities for experienced and qualified Team Members (Care Assistant Grade). Applicants require the desire and passion to help us grow our day and residential services while maintaining our quality and commitment to excellent service.

Kingsriver has been providing residential and day programmes for people over the age of 18 with a variety of support needs for over 30 years. We have our own person centred approach to our work which has been developed over many years with love and care, a lot of fun and creativity and a constant focus on the uniqueness of each individual whose care, well-being and progression has been entrusted to Kingsriver.

Applicants need to have the appropriate skills and relevant experience working with people with intellectual disabilities and/or autism.

There are a number of full-time and part time positions available in both our day and residential services.

If you feel you have the qualities, experience and values to take on this role, please email your application, addressed to Liam Quinn, CEO, outlining the fit between your skills and the qualifications and experience required, together with your CV.

Closing date for applications is Friday March 20th, 2019.

Kingsriver Community- Ennisnag - Stoneyford - Co. Kilkenny [www.kingsriver.ie](http://www.kingsriver.ie)

**Job title:** Team Member (Care Assistant Grade)

**Location:** Kingsriver Community.

**Reports to:** Line Manager

**Accountable to:** CEO

### **Essential requirements for the role**

- Level 5 qualification in Healthcare Support or equivalent
- Possess full clean driving license
- Knowledge of Person-centered Planning
- Excellent report writing and organizational skills
- Good knowledge of HIQA regulations and standards (Residential).
- Good knowledge of New Directions.
- Demonstrate initiative, good interpersonal and teamwork skills
- High degree of flexibility in responding to service need



**Purpose & Role:** to be proactive member of a small team supporting individuals in a self-directed arrangement to gain new skills and to promote independence and community integration.

- Participate proactively as a member of a team and contribute positively to the ongoing development of effective teamwork.
- Work as a member of the team to ensure Kingsriver Community provides person-centred support and that all the people we support enjoy an environment that is safe and provides an excellent quality of life, where people achieve their ambitions.

## **KEY ACCOUNTABILITIES & DUTIES**

### **Advocacy and Rights**

- Respect each individual supported by Kingsriver Community as an equal citizen.
- Uphold and respect the human, legal and constitutional rights of each individual supported by the Community, recognising their individuality and equality, and empowering them to grow, thereby achieving the highest possible level of personal autonomy.
- Facilitate, encourage and develop the choice and decision-making skills of individuals supported by the Community.
- Facilitate, encourage and develop the self-advocacy skills of and opportunities for involvement in advocacy for individuals supported by the Community.

### **Person Centred Support for Living**

- Ensure a person-centred approach to service delivery.
- In the context of the individual person-centred plans, provide one-to-one and group support to individuals in the areas of :
  - Occupation and leisure activities
  - Communication
  - Behaviour support plans
  - Independent living skills
  - Social Integration and the use of community facilities
  - Personal Care
  - Personal Development
- Act as a 'Key Worker' for specific individuals.
- Take the lead in developing and implementing person centred plans for any individual for whom you act as 'key worker'.
- Develop and implement appropriate training, leisure, social, and personal activities for individuals within the service area.
- Facilitate individuals to actively participate and integrate into the wider community, through the use of generic community facilities.
- Ensure that all behaviour support plans that are put in place are adhered to and carried out.
- Foster, encourage and develop the self-help and social skills of each person so as to achieve the highest possible degree of personal autonomy.
- Ensure that individuals supported have an awareness of required personal hygiene and personal appearance standards and support them in attaining such standards. This may include the participation in and support of individualised personal hygiene programmes.



- Facilitate and encourage participation of individuals we support in recreational and leisure activities.
- Contribute to and participate in social and recreational activities of individuals we support.
- Participate in transport duties as required.
- Encourage and promote each person's full participation in their home while at the same time ensuring that their home and its environs are maintained to acceptable standards
- Encourage and promote the involvement of each individual supported in the prudent management of his/her personal monies.
- Encourage and promote the participation of each individual supported in buying, preparing, cooking of meals and packed lunches as required.
- Ensure that the religious and pastoral needs of each individual are adequately supported.
- Organise and participate in holidays for each individual supported where required.
- Follow Kingsriver Community Medication Policy and maintain all required records in accordance with this policy. Where required administer prescribed medications and maintain all required records in keeping with Kingsriver Community Medication Policy.
- Assist the Team Leader and PIC Residential Services in ensuring that practices within the house or day service location are person centred and are in line with value-based practices.
- Co-ordinate community living programmes for individuals supported by the Community.
- In consultation with each person supported by the Community, be responsible for the development and implementation of person centred plans and ensure that the needs identified are properly addressed.
- Ensure for each individual supported by the Community that personal clothing is looked after and cared for and that the household and bed linen is changed and laundered regularly.
- Ensure that individuals supported by the Community attend at the appropriate day centre.

### **Management and Leadership**

- In accordance with Health Act 2007 and HIQA Regulations and Standards, ensure the legislation requirements are adhered to (Residential)
- In accordance with New Directions Standards, ensure the legislation requirements are adhered to.
- Be responsible for the physical and emotional well-being of individuals supported by the Community.
- Be responsible for the safe use and care of equipment and report faulty equipment etc., as it arises.
- Be familiar with and ensure that policies, procedures and codes of practice of the Community are adhered to.
- Ensure that all records in relation to individuals supported are up to date, correctly filed and managed as per the Community's records management system.
- Report all accident/incidents and take appropriate action.
- Utilise efficiently the transport services available to the service area and advise the appropriate staff on transport needs.



- The attendance and performance of care staff, volunteers and students assigned to the residence to be monitored and managed and concerns reported as necessary to the Team Leader and/or PIC.
- Participate with the Team Leader and/or PIC in the rostering of staff. Ensure that rosters for permanent and locum staff are organised to provide adequate supervision.
- Take responsibility for the development and implementation of behavioural support plans.
- Ensure that all members of the team are aware of and adhere to any behavioural support plans put in place.

### **Money and Budgets**

- Ensure that all petty cash and the personal monies of individuals supported are properly accounted for.
- Be responsible for maintaining a petty cash float, keeping relevant records and ensuring that accounts are checked and balanced.
- Ensure that goods and services received are prudently used for purposes intended, and that all such goods and services are properly accounted for.
- Assist the Team Leader/PIC in the preparation and monitoring of budgets.
- To be responsible for the house/day service accounts, which include custody of monies, managing income and expenditure, petty cash and individual's personal monies. These accounts are to be balanced and checked at the end of each shift. At the end of each month these records having been double checked and correct are submitted to the Team Leader/PIC for processing.

### **Communication**

- Attend regular staff meetings where all aspects of the service are discussed with a view to maintaining high standards.
- Promote open communication among staff and good levels of staff morale.
- Co-operate and develop and maintain effective working relationships with: individuals supported by the Community and their families; all other staff involved in the provision of both residential and day services; Families, visitors, volunteers and other such personnel who visit.
- Operate effectively as a member of the multi-disciplinary team in promoting the best interests of the individuals in the Community.
- Encourage families of individuals supported to develop their involvement in the ongoing development of the person.
- Report all matters of concern immediately to the Team Leader/PIC and/or CEO.
- Organise, attend and participate fully in meetings as required e.g. Person Centred Planning meetings, audits/reviews, team meetings. Record meetings in line with agreed procedures.
- Actively participate in developing and maintaining good relationships with local residents and community organisations.
- Actively participate and help to maintain good relationships between individuals supported, their families and volunteers.
- Ensure that all members of the team are aware of and adhere to any behavioural support plans put in place.
- Develop and participate fully with the implementation of the goals of the organisations strategic plan.

### **Training and Development**



- Be informed of current developments in services for people with intellectual disabilities e.g. Person Centred Planning, Human Rights and Citizenship.
- Attend and contribute appropriately at lectures, courses and meetings as required and share information and knowledge gained with colleagues.
- Be responsible for identifying personal training and development needs and communicating them to the Team Leader/PIC.
- Attend mandatory training courses and achieve required standard.

### **Health and Safety**

- Be conscious of health and safety matters in the work place and in particular to comply with employees' obligations as set out in the Safety, Health and Welfare at Work Act, 2005 and to ensure that the procedures set out in the Safety Statement and associated policies are implemented at all times.
- Carry out regular safety audits and fire drills.
- Be conversant with existing fire regulations and emergency procedures and participate in the implementation of same. Make people who use services aware, in so far as possible, of Fire Drill procedures.
- Ensure equipment is properly operated and maintained.
- Report accidents/irregularities or other matters of safety concern to the Team Leader/PIC or in her/his absence to the CEO or such person as the Employing Authority may designate.
- Identify risk, assess and document appropriately.

### **Flexibility**

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of residents within the Community. We offer a continuous care and welfare support, 365 days per year to the people who live in Kingsriver Community.

Employees are expected to have a high level of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post in the Community are likely to change with the ongoing needs and developments of the Community. 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.

### **Confidentiality**

In the course of the employment the post holder may have access to, or hear information concerning the medical or personal affairs of people who use services and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning people who use services, staff, or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

