



Job title: Facilitator (Work Together Now pilot project).

Location: Kingsriver Community (Day Services).

Reports to: RT Program Coordinator

Accountable to: CEO

Number of hours: 15 hours per week. 32 week fixed contract.

This post requires you to work 10am to 1pm, 5 days per week (Mon to Fri). However, you may be required to work evening and/or weekends to meet the needs of the people we support.

Essential requirements for the role:

- Qualification in Social Care/Nursing/Disability or other relevant to position.
- Possess full clean driving license.
- Knowledge of Person-Centered Planning.
- Excellent report writing and organizational skills.
- Good knowledge of New Directions and the principles of community inclusion along with excellent community communication initiative.
- Demonstrate initiative and good interpersonal and teamwork skills.
- Knowledge and experience of business structures with a high degree of flexibility in responding to service need.
- Knowledge of Social Role Valorisation and the principles of SSDL.

Purpose & Role:

Key Duties

- Deliver pre-employment training
- Provide mentoring/ job coach
- Give employee and employer support
- Inform employer and employee of information such as Wage Subsidy Scheme etc...
- Inform employer on disability training options
- Provide communication support
- Deliver administrative support
- Support logistical planning support
- Take up review and resolve lead



Additional Duties

To proactively support individuals to become contributing members of their local community by participating and pursuing activities to improve their employability skills and find employment in their communities through the Work Together Now pilot program.

To support employers and employees throughout the process.

To inform

Through the Discovery process work with individuals, to identify their preference and needs, translating their plans into action in relation to employment.

To support individuals to develop their skills, competencies and personal development with regard to employment. To identify the local assets/resources/ employers that will help realise those wishes.

To respect the rights of the people we support to live a life of their own choosing.

To create opportunities for individuals to develop, establish and maintain employment relationships and social networks, through Work Together Now initiatives.

Assist in participants' job search and encourage greater participation and integration in their local community.

communities.

Positively engage with families and support circle in working towards helping individuals achieve their choice and good life.

To develop and maintain a knowledge base of local services, networks, community organisations and interest groups to ensure a comprehensive choice is provided to individuals

Liaising with the RT Coordinator, source employment/ work experience as appropriate for individuals.

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 the people we support enjoy an environment that is safe and

provides an excellent quality of life, where people achieve their ambitions.



KEY ACCOUNTABILITIES

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;
 - o Occupation and leisure activities
- Facilitate individuals to actively participate and integrate into the wider community, through the use of generic community facilities.
- 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.
- Participate in transport/logistics duties as required.
- Assist the program coordinator in ensuring that practices within the day service are person centred and are in line with value-based practices.

Management and Leadership

- 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 service to be monitored and managed and concerns reported as necessary to the Team Leader and/or CEO.
- Take responsibility for the development and implementation of behavioural support plans.
- Ensure that all members of the team are aware of and adhere to and 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 in the preparation and monitoring of budgets.

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.
- 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.
- 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.
- 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 Program Coordinator/ 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 and participants within the Community. We offer a continuous care and welfare support, 365 days per year to the people who live and attend 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.