

**BROTHERS OF CHARITY SERVICES IRELAND
CLARE REGION**

PARTICULARS OF EMPLOYMENT

POST OF EMPLOYMENT ROLES FACILITATOR (Ref: 21/17)

LOCATION : ENNIS

The Brothers of Charity Services Ireland – Clare Region is a community based, person centred organisation focussing on the needs and abilities of children and adults with intellectual disabilities. The goal of the organisation is to support people with intellectual disabilities to achieve a full and valued life in their community.

Our focus going forward is to form a relationship/partnership with each individual and their family, enabling them to design their own service so that they can enjoy a real life in a real place with a healthy balance of supports.

We wish to create opportunities for people with an intellectual disability to have valued social roles in their communities and to have the chance to form real friendships.

In order to assist us to achieve the vision we wish to recruit innovative and proactive people who will relish the opportunity to assist in implementing this vision.

1. Tenure of Employment

Permanent Part-Time.

2. Probation

A probationary period of nine months from the date of appointment applies to the post. The employment may be terminated at any time during the probationary period should the employer find that the appointee is unsuitable to continue employment. The probation period may be extended at the Employer's discretion.

3. Performance Review

During the period of your employment, your work performance will be monitored and assessed and if found to be unsatisfactory, your employment will be terminated, at the absolute discretion of Management.

4. Pension

Membership of a Superannuation Scheme is compulsory for all staff.

The terms of the Service's Pension Schemes are those prescribed under the terms of the Health Agency Schemes:

- Entrants **prior** to 31st December, 2012 are members of the Nominated Health Agency Superannuation Scheme (N.H.A.S.S.).
- New Entrants **after** 1st January, 2013, are members of the Single Public Service Pension Scheme.

5. PRSI

The Class A rate of PRSI contribution will apply to all temporary/permanent appointees.

6. Sick Pay Scheme

The terms and conditions of the Sick Pay Scheme will apply.

7. Qualifications/Experience

Applicants must have a relevant third level qualification e.g. Bachelor's of Education, Higher Diploma or postgraduate qualification in Education or Community.

Applications may also be considered from candidates holding other qualifications e.g. Nursing (RNID), Teaching, Youth and Community Studies, Psychology, Recruitment practices, Social Work with a degree level qualification.

Applicants must possess the competencies and skills appropriate to working with persons with an intellectual disability.

The Brothers of Charity Services Clare reserves the right to determine relevant qualifications for the post.

8. Hours of Duty

50 hours per fortnight.

The appointee must be flexible with regard to hours of duty, which will be determined according to the needs of the Service and available and willing to work day, afternoon, evening (and occasional weekends if required).

An essential requirement of the position is availability to deal with any emergencies, which may arise outside of normal working hours.

Starting and finishing times will be notified by the Regional Manager (or Designate).

9. Annual Leave

22 days per annum (pro-rata basis).

10. Remuneration

Remuneration will be based on the Department of Health Social Care Worker Salary Scale (01/11/2013 Merged) commencing at €30,293 per annum basic before premium pay (pro-rata), commensurate with qualifications and experience.

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CLARE REGION**

JOB DESCRIPTION

POST OF EMPLOYMENT ROLES FACILITATOR (Ref: 21/17)

LOCATION : ENNIS

Accountability and Working Relationships:

Job Title: Employment and Roles Facilitator

Accountable To: Service Leader (or Designate)

Reports To: Regional Manager (or Designate)

Role Description:

The Vocational Training Programme supports individuals in a two year programme focusing on Employment, Training and Valued Roles. This programme aims to enable people with intellectual disabilities to plan, develop their goals and exercise choice focused on key outcomes of the programme. The programme offers QQI Level 3 & 4 major award(s) in Employability Skills/Retail Skills or a series of minor awards may also be achieved.

The movement towards greater community inclusion and active citizenship for people with disabilities will be a key part of the process of making sure that people can hold socially valued roles.

The designate of the specialist service provider should make sure that people with disabilities can explore what for them, would represent valued social roles in their community. Information and familiarisation with the concept of holding valued social roles may be necessary.

Principal Duties and Responsibilities:

1. Link the learner to employment and role opportunities and adhere to the targets set in the annual Business Plan. Implement the standards of the Specialist Training Provision and operational guidelines provided by the LCETB. Responsible for identifying potential employers, assessing the suitability of the employment location, particularly with regards health and safety requirements and negotiating placements for clients.
2. Responsible for completing a job analysis, detailing the requirements of the job, skills needed to complete the job and any other relevant details, which would facilitate the identification of suitable placement.
3. Complete a personal profile in line with the **Individual Action Plan**, and the work/employment section of the Brothers of Charity Services Ireland – Clare Region Discovery document outlining details relevant to work or valued roles. Support the person to identify possible roles in relation to employment, education/training and personal development.
4. Working with each person to develop their skills, competencies and developmental needs in order to make a positive contribution in their placement. Leading and facilitating planning for each person to develop their own support arrangement for travel to and from a placement(s).
5. Ensure that the individual is guided and supported prior to and during the employment placement to facilitate independence in the workplace.

6. Provide coaching, training and support to the person carrying out the duties of their job with ongoing reviews. Establish, measure and develop each individual's network of natural supports.
7. Identify a mentor within the employment setting to facilitate full integration of the individual with a disability into the workforce.
8. Maintain adequate records and produce reports or statistical information relating to the project.
9. Maintain good working relationships with colleagues.
10. Ensure that the person is treated with respect and dignity and active community citizenship is openly promoted.
11. Ensure that high professional standards and confidentiality are maintained at all times.
12. Ensure that any accident to supported persons, staff or third party is reported promptly to Management and HR.
13. There is a strong emphasis on quality of service delivery and continuous improvement within the organisation. It is vital that all staff co-operate fully with measures to improve of the quality of service delivery including becoming fully conversant with new technological advances and partake in in-service and external courses to ensure that one is kept up-to-date and better able to fulfil one's role.
14. In the organisation, there is a strong emphasis on teamwork and it is therefore essential to foster good working relationships with all of the people with whom you will come in contact with.
15. Be fully conversant with all procedures within the Service in matters of alleged abuse.
16. Be prepared to undertake additional reasonable demands as may be made by future structural and administrative developments within the Service.
17. Perform such other duties as may be assigned from time to time by the line manager. The duties must be carried out in person at all times.
18. Ensure all practices are in line with the Specialist Training Provider Operational Guidelines and the agreed Business plan with the LCETB .
19. Be conscious of Health & Safety matters in the workplace and, in particular, to comply with employees' obligations as set out under Section 9 of the Safety, Health and Welfare at Work Act, 2005.(Ensure that the procedures set out in the Safety Statement are implemented at all times. Become familiar with and practise fire drill procedures within places of work, i.e. fire detection, evacuation and fire fighting.

Key Tasks:

- Identify and coordinate a range of recruitment and selection strategies to secure employment.
- Support unemployed persons in job search, job matching and sustainability of employment to include delivery of one to one training and group training sessions.
- Promote the vocational training initiative to internal and external parties through marketing activities.
- Be a source of expert advice regarding employer and vacancy expectations.
- Liaise closely with all relevant parties to ensure service levels are maintained.
- Monitor own progress towards business and individual objectives.

Curriculum Development:

- Keep abreast of current subject matter, knowledge and learning theory and be prepared to share this knowledge for continual improvement of the course curriculum.

- Assist with the ongoing curriculum revision process, including the revision of written courses of study.
- Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

Classroom Management:

- Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Share responsibility during the day for the supervision of students in all areas.
- Provide for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations:

- Uphold and adhere to the organisation's policies and administrative procedures.
- Maintain regular and punctual attendance and appropriate use of conference and planning time.
- Strive to communicate the positive aspects of the programme to the public.
- Work co-operatively with families to strengthen the educational programme for learners.

General Duties and Responsibilities:

- Ensure confidentiality in all matters concerning individuals using our service and staff, including the safe storage of reports and records.
- To attend all training that is offered to you, so that you fully understand and work with all the procedures and guidelines within the organisation.
- It is your duty to report any concerns you have for the safety and welfare of the clients of the Brothers of Charity Services Ireland – Clare Region in line with Children's First National Guidance for the Protection and Welfare of Children (2011) and Trust in Care (2005). You are also legally obliged to comply with the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012.
- Embrace lifelong learning and keep up to date with best practice and research in this area of work.
- Perform such other duties as may be assigned from time to time by the Service Leader (or Designate).
- As the duties and responsibilities of any post in the Services are likely to change with the ongoing needs of the Service, staff are expected to have a high level of flexibility, and willingness and an ability to develop new approaches to their work. The context of this post may change as the organisation grows.

**BROTHERS OF CHARITY SERVICES IRELAND
CLARE REGION**

PERSON SPECIFICATION

POST OF SOCIAL CARE WORKER (Ref: 20/17)

LOCATION : ENNIS

Factors	Essential	Desirable
Qualifications	<p>Applicants must have a relevant third level qualification e.g. Bachelors of Education, Community, Higher Diploma or postgraduate qualification in Education or Community.</p> <p>Applications may also be considered from candidates holding other qualifications e.g. Nursing (RNID), Teaching, Youth and Community Studies, Psychology, Social Work with a degree level qualification.</p> <p>The Brothers of Charity Services Ireland – Clare Region reserves the right to determine relevant qualifications for the post.</p>	<p>Experience in working in community based initiatives. Experience in developing partnerships with employers on the ground and familiarity with employer/employee relationships.</p>

Factors	Essential	Desirable
Experience	<p>A minimum, one year's experience in community development, nursing, social care or other related field.</p> <p>Experience of Supervising a Team.</p> <p>Positive attitude towards individuals with disabilities based on understanding their rights and needs.</p> <p>Capacity to assess and develop individualised support plans.</p> <p>Experience of dealing with challenging situations.</p> <p>Good organisational skills with the ability to support individuals to access activities and roles in the community.</p>	<p>Experience of the provision of intimate care.</p> <p>Experience of working with individuals with intellectual disabilities.</p>

Factors	Essential	Desirable
Knowledge	<p>Knowledge of relevant legislation, policy and practice including HIQA Standards, Health and Safety.</p> <p>Knowledge of New Directions</p>	<p>Awareness of the natural authority of families.</p> <p>Awareness of and interest in supporting individuals to lead healthy lifestyles.</p>

	standards for Day Services. Knowledge of Person Centred Planning and Social Valued Roles.	
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Factors	Essential	Desirable
Skills and Abilities	<p>Efficient and practical problem solving including effective organisation and prioritisation of work, delivery of promises and reliable follow through.</p> <p>Ability to manage and supervise staff.</p> <p>Ability to work as part of a team or as an individual</p> <p>Ability to lead and supervise others and to work as an individual and as part of a team.</p> <p>Ability to listen to feedback and ideas from individuals and will take appropriate and considered action</p> <p>Skill and knowledge in using formal supports to compliment and help build informal relationships.</p> <p>Takes responsibility for identifying and addressing areas of personal and professional development of team members.</p> <p>IT skills with the ability to use Microsoft Word and Excel.</p> <p>Report writing skills (e.g. accident/incident report forms).</p> <p>A positive 'can do' attitude.</p> <p>Enthusiastic, reliable, flexible and sensitive manner.</p> <p>Commitment to real community integration for individuals with intellectual disabilities.</p> <p>Ability to initiate strong links within the local community.</p> <p>Ability to communicate effectively with individuals, colleagues, families and others.</p> <p>Self-motivation and the ability to use one's own initiative.</p> <p>Ability to support individuals to acquire valued social roles.</p>	<p>.</p> <p>Is able to work confidently within a changing environment.</p>

	<p>Ability to understand and cope with emergency/challenging situations.</p> <p>Good planning skills and the ability to facilitate the development of Person Centred Plans.</p> <p>Ability to support individuals and their families in reviewing Person Centred Plans.</p> <p>Demonstrate project management skills that will progress supports around individuals.</p> <p>Uses systematic approach to make efficient use of time and manage workload.</p>	
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Factors	Essential	Desirable
Other Requirements	<p>Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</p> <p>Full Clean Driving Licence (which permits the holder to drive in Ireland) is essential for all positions in the Brothers of Charity Services Ireland – Clare Region (Provisional Licences are NOT acceptable).</p> <p>Car Owner/Use of Car.</p> <p>Available and willing to work day, evening, weekend and sleepovers and waking nights (if applicable).</p> <p>Eligibility to work in Ireland (see Recruitment and Selection Procedures Section Entitled Eligibility to work with the Brothers of Charity Services Ireland – Clare Region.</p>	.