

JOB DESCRIPTION

Job Title: *Trainee Relief Social Care Worker*
200 hours per annum minimum

Responsible to: *Director of Services Peacehaven Trust*

Hourly Rate: *Based on HSE Consolidated Pay*
Scale 2019



Main Function: *As a committed student/learner on a 'mutually available/as required' basis to assist core staff with the provision of a programme of care and support which facilitates residents opportunities to mature and develop to their full potential. The post holder must be registered on and attending a recognised Level 7 Social Care Worker course and committed to working within the Christian ethos of Peacehaven Trust.*

Peacehaven Trust currently manages 3 homes in Greystones, caring for a total of 17 residents who have an intellectual disability (Lydia House, Blake House and Applewood House). Trainee Relief Social Care Workers are employed at Peacehaven Trust to learn from and support our adult residents in their day-to-day lives, as part of a dynamic and professional Social Care Worker team.

RESPONSIBILITIES AND DUTIES:

SUPPORT FOR RESIDENTS

1. To assist residents to receive appropriate assessment, training and support to develop skills and attitudes, in achieving the outcomes of their Personal Centred Plans.
2. To support each resident, where required, in all aspects of home life and participation in the community and to work with other staff to implement programmes that will enable each resident to become more independent.
3. To support residents with personal care, as appropriate, ie. bathing, washing, feeding, medication needs and access to relevant health care. This will vary from house to house in line with the ability of those residing in the house.
4. To support residents in maintaining and developing a variety of relationships and making key life choices.
5. To support residents in cooking, cleaning, gardening, laundry, ironing and household tasks to an appropriate standard.
6. To support residents in a range of leisure activities and services according to individual choice.
7. Each resident is appointed a Social Care Workers as a key worker and your responsibility is to support those key workers to provide support to a residents in line with directions and assessments, as guided by Peacehaven Trust in its key working policy.
8. To provide spiritual support to residents according to their needs and wishes, including enabling participation in congregational life and assisting with personal devotions.
9. To be sensitive to the spiritual, physical, intellectual, emotional and social needs of each resident and respond appropriately to meet these needs.
10. To carry out daily living tasks on behalf of residents, when they are unable to do so for themselves.
11. To be an effective advocate for each resident and encourage self-advocacy where possible.
12. In the absence of Managers and senior staff, to be the responsible person on duty, complying with Peacehaven Trust's policies and procedures to ensure the well-being of residents.

13. To work within Peacehaven Trust's policies and procedures and relevant legislation and guidance.
14. To develop and promote good working relationships with all staff, residents, professional bodies and other service users.
15. To work such hours as necessary, working during weekends and/or bank holidays and assist in housekeeping tasks as required. After probation is successfully completed, sleep-in duties, may be commenced.
16. To work in any house of Peacehaven Trust, as required by management.
17. To promote and maintain effective communication with professional bodies/parents/guardians and the local community.
18. Maintain a safe environment by ensuring adherence to appropriate Health and Safety, Medication Management and Fire procedures.
19. To bring any areas of concern to the attention of senior staff and management.

ADMINISTRATION

1. To keep accurate records of significant events in the daily lives of residents and to prepare written reports when required.
2. To report all incidents/accidents and medication errors to management and record as directed.
3. To maintain appropriate confidentiality in respect of information relating to residents, in accordance with Peacehaven Trust's policies and procedures.
4. To identify and report any maintenance and/or security issues linked to the building and equipment.
5. To be aware of all Emergency Procedures.

TRAINING

1. To attend staff meetings as per the roster.
2. To maintain a personal awareness of new methods and developments appropriate to the needs of the residents and staff.
3. To attend all mandatory training, as scheduled by management.

CONDITIONS

1. To be enrolled and engaged in an CORU approved Level 7 Social Care course, which on completion will qualify you as a 'Social Care Worker'.
2. To engage in supervision sessions, apply theory to practice, making use of reflective space, questioning and analysis skills
3. To work shifts with a senior/experienced staff, therefore, not to take the lead unless working during single cover.

ANY OTHER DUTIES

1. Any other duties as reasonable required by the Director of Services.

