



St Cronan's Association CLG
Providing high quality support to people & their families living with disability

SERVICE CO-ORDINATOR (Rehabilitative Training & Transition Programmes) 12 MONTH FIXED TERM CONTRACT

St Cronan's Association CLG provides day supports to 140+ adults with intellectual disability through our centres in Roscrea, Birr and Nenagh. We are recruiting for a new Service Co-ordinator to oversee Rehabilitative Training and Transition Programmes. This is a senior role in the organisation, reporting directly to the Services Manager. The successful candidate will contribute to the strategic direction and growth of St Cronan's Association.

Rehabilitative Training (RT) is a nationally available, recognised 2-4 years training programme, funded by HSE disability services, aimed at school leavers with additional needs. The training focuses on the development of life skills, social skills and basic work skills with the objective of enhancing the trainee's quality of life and general work capacity.

This is a fantastic opportunity for a self-motivated, creative and dynamic person with expertise in training and education to shape the development of our Rehabilitative Training (RT) and Transition Programmes. If you are passionate about empowering young adults to reach their full potential, then this could be the role for you!

Job Purpose

To co-ordinate the review, development and delivery of St Cronan's Rehabilitative Training and Transition Programmes. The role includes programme development, evaluation, management of staff, liaison with families and assessment of school leavers and young adults for entry to the programmes.

Terms and Conditions

Job Title: Service Co-ordinator RT (Rehabilitative Training & Transitions Programme).

Reporting To: Service Manager.

Contract: Full time, 35 hours per week (Monday to Friday 9am to 4.30pm) 12 Month Fixed Term.

Salary: Salary scale aligned to Clerical Grade Scale VI of the Health Services Executive. Consolidated Scales 01/10/2022. 21 days annual leave + (2 flexi days pro rata).

Location: St. Cronan's Association, Grange, Roscrea, Co. Tipperary.

Expected start Date: August 2024.

Role Criteria

The successful candidate will be required to possess the following:

Qualifications

Essential

- A degree (Level 7/8) in Adult Education / Second Level Teaching / Special Needs Education / Psychology / Training / Social Care.
- Evidence of continuous professional development.
- Full clean driving licence.

Desirable

- A Train the Trainer Qualification **or**
- A qualification specific to supporting people with autism **or**
- A qualification in technology enhanced learning **or**
- A qualification in working positively with behaviours that challenge **or**
- A qualification in counselling.

Experience

Essential

- Significant relevant experience in working with people with intellectual disabilities in day service, rehabilitation or training settings.
- Significant relevant experience in managing and/or delivering training to people with varying needs and abilities.
- Experience of leading, managing and motivating a diverse team.

Desirable

- Experience with budget management.
- Experience developing business cases / funding applications.

Skills

- Capacity to co-ordinate training programme content and delivery systems.
- Ability to assess trainees in order to design individual training plans in collaboration with trainees, their families and other stakeholders.
- Ability to design, deliver and evaluate training modules for both individuals and groups.
- Excellent organisational, communication and team working skills.
- A high capacity for responsibility, creativity and individual initiative.
- Ability to work as part of a Management Team.

- Excellent ICT skills and an interest in technology enhanced learning.

Knowledge

- A clear knowledge and understanding of Rehabilitative Training, New Directions and the delivery of supports to adults with intellectual disabilities and/or autism.
- A clear understanding of Safeguarding processes and procedures.
- An understanding of QQI framework and associated levels 1-4.
- An understanding that the person using services is responsible for directing his/her services; this is achieved in partnership with family members, the Services Manager or any other person designated by the Services Manager.

Attitude

- A positive attitude towards working with persons with an intellectual disability and those on the Autistic Spectrum is a pre-requisite, thus enabling them to have a positive fulfilling lifestyle.
- Proven ability to create a safe, welcoming and vibrant environment and ethos for participants
- An outgoing and friendly personality with strong empathy and communication skills.
- Each person with an Intellectual Disability/on the Autistic Spectrum must be treated as an individual, at all times acknowledging their personal dignity, according them their full rights and privileges.