



## Job Description

<b>Job Title:</b>	Instructor
<b>Department:</b>	Client Services
<b>Contract Duration:</b>	12-month fixed term contract
<b>Working Hours:</b>	Full time
<b>Salary:</b>	Aligned to HSE Instructor Scale (October 2022)
<b>Location:</b>	Roscrea, Co. Tipperary

### Overview of the role

As an Instructor you will enable the people we support to realise their goals and achieve their identified priorities.

### Organisational Relationships

**Reports To:** Senior Instructor RT

**External Liaison:** HSE (Disability services / Safeguarding Teams), Families, Tipperary ETB and other community and voluntary services.

**Internal Liaison:** Services Manager, Finance Manager, Service Co-ordinator(s), PCP & Interim Standards Co-ordinator, Ability team, Transition programme staff, Personal Support Assistants.

### Main Responsibilities

As an Instructor you will enable the people we support to realise their goals and achieve their identified priorities.

The successful candidate will encourage and support the development of personal skills through hobbies and interests, teach life skills, support engagement with education, support the person to manage complex behaviours, work with other healthcare professionals to ensure that all care needs meet the highest possible standards.

You will also provide support and act as an advocate for participation and inclusion in the Community on behalf of the person we support.

You will operate within the framework of a person-centered approach and actively engage with and promote co-operation and partnership with other services both internally and externally and in particular with families.

This is a supervisory role, and additional duties will include, completing all relevant reports and documentation, implementing New Directions in line with National standards for day Services.

### **Qualifications:**

#### **Essential**

- A minimum of Level 7 Qualification in Social Care or \*Relevant Qualifications include - Social work/Psychology L8/Youth & Community/Applied Behavioural Analysis/Disability Studies/Teaching

#### **Desirable:**

- MEBS Training

### **Experience:**

#### **Essential**

- 2-3 years' experience in working with people with complex behavioural needs and the skills and knowledge providing support for young adults with intellectual disabilities, with behaviours of concern, and with educational needs.
- Experience in Person Centred Planning, and in Positive Behaviour Supports.
- Ability to operate from a strengths'-based approach and to work with a team.
- A willingness to be a positive role model as part of the persons care team.
- Experience in working as part of a Multidisciplinary Team, and experience in developing and implementing a person-centred timetable.
- A commitment to continuous improvement.

### **Terms & Conditions**

- Reporting To: Senior Instructor
- Key Working Relationships: The service user and their family, other clients, the Service Co-ordinator and staff in the assigned area.
- Department/Location: The role will be based in Roscrea but will require travel to engage in community activities locally, may include the Birr & Nenagh service. A company vehicle will be provided for this purpose.
- Salary: Commencing on Pt. 1 of the Instructor pay-scale, (salary aligned to the Health Service Executive pay scales October 2022).
- Working Hours: 35 hours per week.
- Contract: 12 months fixed term, 21 days annual leave + 2 flexi days (flexi days are subject to successful probationary period of 11 months).

### **What we can offer you:**

- Annual increments aligned to HSE pays-scales.
- Company Pension Scheme.
- Employee Assistance Programme.
- Bike to Work Scheme.
- Working from 9am to 4.30pm Monday to Friday.

### **Location Set-Up and Responsibilities**

- Set up the classroom to meet the needs of the programme and participants.
- Ensure the environment is safe and report any issues to the Service Co-ordinator.

### **Assessment and Planning**

- Support participants to have a one-page profile, safety plan and This is How I Manage assessment completed within 12 weeks of admission.
- Support the development of an PCP for each client. Plans should reflect what is important to and for the participant.
- Engage in quarterly reviews of training plans and safety plans.
- Act as keyworker to clients as agreed.

### **Supporting**

- Promote the recognition of and respect the rights of individuals with an intellectual disability at all times.
- Support participants as required to engage positively in their programme, taking time to listen to them and engage with them as adults.
- Work positively and constructively with the people who we support when they present with behaviours that challenge, and be involved in the planning and implementation of specific approaches and programmes designed to support them.
- Ensure the rights of people we support are promoted and respected at all times in compliance with the philosophy of the Rehabilitative Training programme, the UNCRPD, Capacity Act and St Cronan's policies and procedures.

### **Transportation**

- Drive the company vehicles in line with agreed policies and procedures as required.

### **Finance**

- Assist the Senior Instructor to ensure that all financial records for service transactions are maintained in line with statutory requirements and St Cronan's Association policies and procedures.

### **Team Work**

- Function as an effective member of the wider Client Services Team.

- Ensure the Service Co-ordinator/ Senior Instructor is informed on an ongoing basis of relevant issues and concerns through an agreed format.
- Actively participate and contribute to meetings in a positive and professional manner.
- Work effectively with all colleagues and provide direction to other members of the staff team, delegating day to day activities as required.
- Embrace new ways of working to ensure the plans are achieved.
- Attend staff meetings as required.
- Ensure the people we support continue to have a level of support during staff breaks.

### **Working in Partnership**

- Promote and maintain positive and productive relationships with family members, and wider circles of support (e.g. community groups, ETB, external tutors, businesses, guest speakers etc) to foster an environment of partnership working.
- Attend and contribute to meetings with the HSE, family and people we support as required.
- Liaise with families as required in a calm, courteous and professional manner.

### **Reporting and Systems**

- Use the HR Locker System and any other electronic systems required by the organisation.
- Produce reports on activity for your assigned area as requested.
- Submit monthly reports on your area of responsibility to include KPIs regarding matters such as attendance / quality and risk.

### **Quality and Safety**

- Report all accidents, incidents complaints, safeguarding issues, questionable practice to the Manager or designate. It is your duty to report any concerns you have for the safety and welfare of the clients of St Cronan's Association to your Manager immediately in line with 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.
- Be conscious of Health & Safety matters in the workplace and, in particular, comply with employees' obligations as set out under Section 9 of the Safety, Health and Welfare at Work Act, 2005 and other relevant legislation.
- Be familiar with St. Cronan's policies and procedures and ensure that such policies and procedures are strictly adhered to.
- Conduct risk assessments in conjunction with the Health and Safety Officer and Service Co-ordinator/Senior Instructor to ensure the safety and wellbeing of all participants.

- Support the implementation of quality improvements in line with EASI.
- Engage in performance management system and reviews

#### **Other**

- Any other duties that fall within the scope and responsibility of the post.
- Participate in reviews and service evaluations.
- Show flexibility in response to organisational change and development.
- Complete all required training either by e-learning or attending courses.
- Keep information about the people we support, colleagues and the company confidential.
- Be able and willing to wear all necessary PPE (personal protective equipment).