



Job Description

Personal Support Assistant

Our Service

St Cronan's Association CLG provides a wide range of high-quality day supports for people with an intellectual disability and autism throughout Roscrea, Birr and Nenagh. Services provided include day services and educational, vocational and rehabilitative training. The ethos of service provision is underpinned by our vision which is that all people are treated equally and supported to achieve their goals and true potential. Our work is underpinned by the principles of Person Centeredness, Equality, Justice, Respect and Dignity.

Job Title

Personal Support Assistant x 2 Vacancies

Purpose of Role

The purpose of this position is to provide support to your appointed service user attending our Day Service. You will work mainly 1-1 to support the service user to achieve their agreed goals for the year. The service offered shall promote rights, choice, dignity and diversity and shall adhere to the principles of personalised services (in accordance with New Directions policy, the HSE Person Centered Planning Framework and the UNCRPD) and the organisations policies, procedures, guidelines.

Reporting To

The 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 including to the Birr & Nenagh service. A company vehicle will be provided for this purpose.

Key Duties

Service Delivery

- Ensure that the person supported is fully involved in all aspects of planning their support. This includes assisting with the development of their support plans and reviewing how well the support they receive is working.
- With input from the family and the wider Multidisciplinary Team, ensure that the timetable is designed and developed to meet the needs of the service user.
- Support the person to engage in training and activities in line with the person centred plan, assessed needs, New Directions and the UNCRPD. These programmes may include the planning, implementation and evaluation of programmes in a variety of areas including arts, crafts, social skills, cookery, horticulture, health and wellbeing, vocational exploration, volunteering, education and independent living skills, depending on the preferences and ability of the person, in line with their needs and wishes.
- Implementation of Speech Therapy recommendations and programmes including behavioural specialists.
- Ensure the rights of person are promoted and respected at all times in compliance with New Directions, the UNCRPD, Capacity Act and St Cronan's policies and procedures.
- Work positively and constructively with the person if they present with responsive behaviours, and be involved in the planning and implementation of specific approaches and programmes designed to support them.
- Attend and contribute to meetings with the HSE, family and people we support as required.
- Undertake driving duties.

Team / Partnership Working

- Participate in working within a team, working effectively with all colleagues.
- Attend team meetings as required.
- Provide accurate and precise information as requested.
- Where the person is engaged in group-based work, work with the instructors to adapt the content and pace of the session to the needs of the person.
- Maintain positive and productive relationships with family members, and wider circles of support (e.g. community groups, ETB, external tutors etc).

Quality and Safety

- 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.
- Report any accidents or immediate concerns / incidents of 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 familiar with St. Cronan's policies and procedures and ensure that such policies and procedures are strictly adhered to.
- Be familiar with emergency procedures and know who to contact in an emergency.
- Ensure the safety and wellbeing of the people we support in line with St. Cronan's Association policies, statutory requirements and HSE protocols. This includes ensuring that safeguarding issues, complaints and incidents are appropriately reported in accordance with national and local guidelines.
- Assess and manage potential risks to the person you support.

Record Keeping and ICT

- Keep records and reports as may be required by the organisation and in line with St Cronan's Association policies and procedures.
- Participate in IT initiatives as required.
- Ensure that all information is recorded and stored in compliance with Data Protection requirements and policies and procedures.

Continued Professional Development

- Participate in further training as required.
- Participate in regular performance management.
- Be responsible for your own health and wellbeing in order to carry out the duties of the role and be committed to managing your own work/life balance.

Other Requirements

- Be prepared to work flexibly.
- Be able and willing to wear all necessary PPE (personal protective equipment).
- Contribute to the ongoing development of the service in keeping with good practice and St. Cronan's objectives.
- Be accountable for any money spent on behalf of St. Cronan's Services or our Service Users.
- Co-operate with external monitoring and statutory inspections / internal audit as required.
- Ensure that all information relating to service users, their families, staff colleagues etc. is treated in a thoroughly professional manner, in accordance with the principles of confidentiality, data protection legislation and Freedom of Information.
- Be punctual and precise in maintaining time sheets and records.
- Perform any other duties that may be assigned from time to time.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role