



Job Description: Care Assistant

Job Element	Detail
<p>Overview of Ability West</p>	<p>Ability West provides a wide range of high-quality services to children and adults with intellectual disabilities and autism across Galway City and County. Services provided are day, residential, short breaks, community support, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Vision, Mission, Core Values and Strategic Plan, which is to empower people with disabilities to live self-directed lives in an equal and inclusive society. Each person is supported and valued within an environment which promotes their overall autonomy, health and wellbeing and enables them to reach their potential.</p>
<p>Job Title</p>	<p>Care Assistant</p>
<p>Overview of Role</p>	<ul style="list-style-type: none"> • Responsible for the wellbeing of people we support in the care of Ability West. • Participate in the monitoring and recording of the progress of people we support in line with agreed procedures. • Support the Service Manager and the Social Care Workers in providing a high-quality service.
<p>Purpose of Role</p>	<p>The purpose of this position is to assist and support members of the staff team in providing residential care, respite, educational, development and training services for children and adults with an intellectual disability attending Ability West's services, or a Community Support service in accordance with Ability West policies, procedures and guidelines and the Ability West's Safety Statement.</p>
<p>Reporting To</p>	<p>The postholder reports directly to the Service Manager.</p>

Key Working Relationship	Area Manager(s) , Service Manager, Social Care Workers, Care Assistants.
Department/Location	The role will be based at the Unit location with some travel to other locations in accordance with service and business needs.
Authority Levels	<ul style="list-style-type: none"> • Communication – people we support, families and relevant external agencies. • Participate in Quality processes in line with policy.
Key Duties	<ul style="list-style-type: none"> • Responsible for the wellbeing of people we support in the care of Ability West. • Support the Social Care Workers in facilitating the development of interpersonal relationships in each service. • Enable the people we support to value them self and enhance their feelings of self worth and individuality. • Care for the day to day needs of the service users in the service. • Personal care - helping those that require assistance in such tasks as dressing, washing, etc. • Housekeeping - cooking, shopping, cleaning, looking after people we support's clothes and effects. As far as possible the people we support will be encouraged to partake in these activities. • Facilitating people, we support to use their leisure time tailored to their needs, with an emphasis on community integration. • Work positively and constructively with people we support who present with behaviours that challenge. • Use of person first language in verbal and written communication. • Work with and liaise with all grades of staff in your assigned centre and other centres. Support staff and ensure that families and visitors to the service are attended to with consideration. • Undertake driving duties in Ability West vehicles and / or own transport. • Work a shift rota, spread over 7 days, as determined by management and be available for sleep in duties and night duty as rostered. • Maintain records and reports required by the Service Manager for the efficient running of the service. • Ensure that the health and welfare of staff and people we support is maintained in accordance with Ability West procedures and that all safety precautions are implemented. <p><i>The list of key duties is not exhaustive.</i></p>

<p>Other Requirements of Post</p>	<ul style="list-style-type: none"> • Reliability and a flexible approach. • Ability to conduct oneself in a professional manner throughout the course of one's duties. • Adherence to Ability West's policies at all times. 		
<p>Person Specification: Essential Criteria</p>	<ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Strong problem-solving skills. • Excellent interpersonal and communication skills. • Motivated, energetic, and enthusiastic personality. • An ability to advocate on behalf of people we support. • Full current driving license with access to your own vehicle. 		
<p>Desirable Criteria</p>	<ul style="list-style-type: none"> • A professional qualification in Social Care. • Previous experience working with people with an intellectual disability or a similar field. 		
<p>Key Competencies</p>	<ul style="list-style-type: none"> • Genuine respect and empathy for diversity and individuality. • Flexible, responsible, and mature approach to work. • Creativity (e.g., in using community resources, problem solving, dealing with people we support). • Professional, accountable, good planning and time management skills. • Exceptional organisational and communication skills. 		
<p>Career Development</p>	<p>All employees of Ability West will be afforded Training and Development opportunities in regard to Career Development.</p> <p>In addition, there will be substantial training in legislative, Health & Safety and other job-related training provided on an on-going basis.</p> <p>The HR department will work closely with all staff to ensure that all necessary Training opportunities are fair and transparent for all staff.</p>		
<p>Post Holder Sign Off</p>			
<p>Line Manager Sign Off</p>		<p>Date</p>	