

March 2013

**Department of Social Protection
Community Employment Scheme
Western Care Association
Care Assistant**

Job Description

Western Care Association provides a wide range of supports and services to people with learning disabilities and/or autism. Located throughout County Mayo, services are provided across 52 weeks, seven days per week.

We have fully committed staff, working across a wide range of services and supports. We recognise the value of the DSP Community Employment Scheme in providing additional supports to the Association.

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Role of Community Employment Scheme Care Assistants: To work alongside Western Care Association staff to support and enable service users realise their goals and achieve their identified priorities, including participation and inclusion in the community and to achieve full participation as identified by the Service User.

Main Duties and Responsibilities:

- To learn from, listen to, support and enable service users to achieve their full potential and to maximize community inclusion and participation.
- To work on identified goals in line with service users individual plans as required and as agreed with line manager.
- Provide personal care and support to service users where required
- Participate in all aspects relating to the day to day operation of the service, including leisure activities, driving transport, escort duties, general cleaning and upkeep of the service.

- Ensure a safe place of work, incorporating Western Care Association's Dignity at Work Policy and Health & Safety requirement.
- To promote safety in all environments, in line with the Association's practices.
- Use positive approaches to support people who may have challenging behaviour in line with Organisational practice.
- Maintain the required records, reports, consistent with organisational requirements and Freedom of Information.
- You will receive support and supervision from the Community Employment Scheme Supervisory and also the service manager regarding your day to day work.
- Clean Drivers License is desirable.
- Participate in DSP and Western Care Mandatory Training.
- Maintain confidentiality in line with Association's policies.
- Any other duties as outlined by CE Supervisor or service manager.

Hours of Employment: 19.5 per week.

Holiday Entitlement: 10 days p.a./81 hours

Normal Working Week: to be agreed in line with needs of service CE Participant is based in.