



# TERRAGLEN

## Residential Care Services

### Job Description

#### Relief Social Care Worker (Disabilities)

##### Introduction

TerraGlen is devoted to working in partnership with Service Users, their families, representatives and others to deliver a specialist, person centred and outcome focused service for individuals with disabilities.

All staff employed by TerraGlen are expected to:

- Work within the context of TerraGlen's Vision, Mission Statement and Philosophy.
- Work to progress their professional development in line with TerraGlen proficiency model.
- Recognize that each individual is unique and work in consultation with them to enhance their strengths and further enhance their quality of life.
- Adhere to TerraGlen's Code of practice, confidentiality, code of conduct and to display a high standard of professionalism.

##### Purpose of Role:

The Relief Social Care Worker is expected to engage in daily activities and routines of the service that they are working in, inclusive of direct support to Service Users, administration work and daily household tasks required of them.

##### Qualifications:

Relevant Social Care Qualification, minimum level 7  
Experience working with people who have complex needs.

##### Desirable:

Full Driving licence

##### Location of Role:

The post will be based at residential/ respite services.

##### Line Manager:

The Relief Social Care Worker is managed and supervised by the Person in Charge/Deputy Social Care Manager/ Social Care Leader.

**Roles and Responsibilities:**

- Be accountable for supporting the day to day running of the service and responsible for the execution and delivery of person-centred approach.
- Under the general supervision of the line manager, ensure that the Service User's personal plan is completed in line with regulations and standards provided.
- Complete meaningful plans and goals for the Service User, in consultation with their desires and choices. Ensure that all files are up to date and maintained in an efficient and professional manner.
- Ensure that all files are in line and ready for a HIQA Inspection at any given time.
- Ensure continuous review and improvement through evaluations of the service.
- In accordance with New Directions, ensure independence and integration into the community is promoted and supported.
- To motivate, support and encourage Service Users to engage in planned activities of their choice.
- To take ownership and lead key working in consultation with the Service Users, motivating them to engage in meaningful activities.
- Supporting the care of the Service User such as personal care and providing a general overview of their everyday needs.
- Take personal responsibility for educating yourself about each Service User, listening to the Service User and utilising reflective practice to enhance and develop your own skills and knowledge.
- The Social Care Worker will be expected to work as part of a team, inclusive of supporting other staff members in relation to taking ownership of their workload. All staff are required to attend regular team meetings and engage positively in supervisions by Person in Charge/ Deputy Manager/ SCL.
- In line with GDPR, maintain and uphold the organisations and Service Users confidentiality at all times.
- Undertake required Health and Safety checks and Risk Assessments and record and report effectively.
- In consultation with medication policy, upkeep the management and administration of medication.
- Liaise with multi-disciplinary teams, families and other relevant people pertaining to the Service User.
- Carry out required Health and Safety related observing and reporting.
- Contribute to Service Users' Person Centred Planning meetings and other relevant meetings pertaining to Service User, follow up on any actions, outcomes from the meetings.
- Endeavour to ensure that Service Users receive support in their daily lives.
- Support Service Users to make appropriate choices.
- Report concerns in relation to their welfare inclusive of safety and health requirements.
- Record accurately in line with National Standards and New Directions.
- To effectively support the Service User in managing behaviours of concern, utilise Positive behaviour support plan, individualised to each Service User.
- Participate in maintaining a high quality service by adhering to all internal/ external audits and ensuring that all actions are followed up on.

- Ensure that all quality reporting required are completed in a competent and suitable manner.
- Follow all financial procedures in line with policies, report and record all discrepancies. Work within the budget.
- Build and maintain a positive rapport with families and other relevant people in Service Users lives.
- Develop and maintain professional rapport with co-workers and team to ensure an effective service is provided for Service User. Offer day to day support to your team.
- Create opportunities for Service Users to be a part of the community.
- Promote opportunities for supporting Service Users volunteer and or employment/ educational needs.
- Attend all applicable and mandatory training and any other specified development programmes.
- Have the ability to use your own initiative.
- The ability to organise and prioritise your workload.
- Attend and engage positively to supervision and appraisals, utilising reflective practice to enhance development and skills and to reflect on practice.
- Develop own leadership style, be a positive role model for your team.
- Take ownership of own professional development.
- Endeavour to ensure that any feedback, inclusive if suggestions, compliments and complaints is supported, encouraged, reported, recorded and utilised to enhance the improvement of the service.
- Undertake any other work which may arise within the scope of Social Care Worker in order to meet the requirements of the service.

