



Personal Assistant (PA) – Support Worker (Disability)
JOB DESCRIPTION

Job Title:	Personal Assistant (PA) – Support Worker
Location:	Cork City / County as required
Grade:	€14.05 to €18.08 per hour gross
Point of Scale:	Dependent on experience
Hours:	Monday. Wednesday Friday up to 15 hours a week Lunch 30 minutes to 1-hour unpaid TBA
Annual Leave	8% + public holidays. Some leave dates may be fixed by Cork CIL.
Sick Leave	Statutory
Training	Paid Mandatory Training
Benefits	VHI EAP, Bike to Work

Working under the day-to-day direction of a named Service User + key family member (s)

Reporting to:	Assisted Living Service Co-ordinator
Accountable to:	General Manager

Overall Purpose of the Post:

The purpose of this post is to provide person centred support to a named service user, guided by the service user across a range of locations, in the community, a training centre, family home.

About the Service User:

The named Service User is a 38-year-old woman who lives a full active life.

She enjoys music, dance, going to the pool, long walks and meeting up with her many friends.

She lives with her family and attends Enable Ireland Adult services.

She needs support in all aspects of daily living; assistance with personal care including the use of hoist, attending the pool, at meal times, going on long walks, on transport and in her many activities both at home and in Enable Ireland.

The ideal candidate should:

- be energetic and fun loving and have a keen interest in the community and the arts.
- like the outdoors and be open to long walks all through the year.
- be comfortable in water (pool) as will be actively involved in hydrotherapy
- be interested in connecting the Service User with various community activities i.e., music or dance classes



-Ability to be sensitive to SUs means of communication which is non-verbal. This involves using a communication board, a yes /no system /eye pointing and body language cues.

-Sensitive to how the Service User communicates around eating.
A driver would be an additional bonus.

(The successful candidate will outside the core times of this post be able to make themselves available for general cover or in absence of the Service User may be required work with other Service users)

Key Working Relationships

Cork - CIL believe that strong professional relationships need to be forged and fostered on an on-going basis. These working relationships include:

- The Service User
- The Service User's Family
- CIL Service Co-ordinators
- CIL Manager and other staff
- The Service Users **Day Service** colleagues
- As appropriate and in agreement with the Service User, their friends, and advocates

Main Duties & Responsibilities

To provide a range of supports and assistance to enable the Service User to participate in her community and chosen day services and activities both indoors and outdoors as outlined below and in line with identified needs and the Cork CIL policies and procedures.

To explore options with Service User and her family to broaden her experience within the community.

Personal Supports

The work of a PA will include:

- Assisting with use of bathroom
- Assisting with transfers and positioning
- Assisting with food (following SLT plan).

Therapy, Activities + Social Supports

- Assist at hydrotherapy pool
- Support at music + dance classes
- Support at Adult Day Service
- Accompany on day trips
- Explore new activities with Service User
- Drive Service User accessible van (desirable)



Equal Opportunities Statement

Cork CIL is committed to taking action to develop employment processes which are fair and free from unnecessary bias and services capable of offering sensitive and effective support with due regard to diversity and difference. As such the policy of equal opportunity relates to all present and future employees and to all present and potential users of the service.

IMPORTANT

APPLICATIONS

Applications for this post is online through the Cork CIL website using the online by Application Form only. <https://corkcil.ie/working-with-us/> CV's will not be accepted.

CLOSING DATE

Deadline for completed applications is midnight **17th September.**

INTERVIEWS

Shortlisting is against the criteria in the person specification. Short listed candidates will be invited for interview **on 25th + 26th September 2023.** Interviews will take place in the Cork Centre for Independent Living Offices, Monahan Road, Cork City.

START DATE

ASAP

Theres more information about Cork CIL on www.corkcil.ie

Please note canvassing will disqualify the applicant



**Personal Assistant – Adult Services
Person Specification**

Read this person specification carefully. These are the criterion that we use to short list applications.

Essential	Highly Desirable
Qualifications:	
<ul style="list-style-type: none"> • Candidate must possess appropriate qualification minimum QQI Level V e.g. <ul style="list-style-type: none"> • QQI Level V Healthcare or equivalent or evidence of having enrolled on in same and completed two modules. • Up to date Manual Handling Patient Handling / Hoist [or willingness to train] • Candidate must be eligible to work in the State. • Candidate subject to Garda Vetting Process • Successful candidate must successfully complete online mandatory training including but not restricted to Safeguarding, Children First, GDPR, Open Disclosure 	<ul style="list-style-type: none"> • Full clean driving licence – highly desirable • Qualification – music, dance • Current Manual Handling /Patient Handling Certificate • Current Occupational First Aid Certificate
Skills Essential	Skills Desirable
<ul style="list-style-type: none"> • Demonstrate excellent communication skills. • Excellent interpersonal skills with good level of spoken and written English • Ability to demonstrate an understanding of the impact of disability. • Ability to work in a highly flexible person-centred manner, responding to changing needs effectively. • Demonstrate an awareness of Safeguarding Vulnerable Adults • Demonstrate understanding of confidentiality in workplace. 	<ul style="list-style-type: none"> • Music, dance • Experienced swimmer • Fit for long walks pushing manual wheelchair. • Ability to tune into non-verbal communication
Experience	
<ul style="list-style-type: none"> • Experience of working in a similar role for a minimum of circa 200 hours direct work practice within the last 3 years 	<ul style="list-style-type: none"> • Experience of working with people with primary physical disability • Experience of working in a similar role under the direction of a service user



<ul style="list-style-type: none">• Demonstrate understanding of professional boundaries• Demonstrate excellent social skills and ability to connect people.• Experience of assisting with intimate personal care and use of bathroom• Enjoy outdoors + long walks in all weather.	
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