

COLDEN CARE: POSITION PROFILE

Social Care Worker

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| Position: | Social Care Worker |
| Location: | Carlow |
| Immediate Supervisor: | Social Care Leader |
| Next Level Supervisor: | Centre Manager |

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| Position: | Social Care Worker |
| Location: | To be confirmed |
| Job Function: | <p>To work as part of a care team to ensure the best possible outcomes for the young people in our care.</p> <p>To promote team work, carry out administrative duties as required and to perform key working roles when selected to do so / required.</p> <p>To take part in the service's Performance Development Plan through participation in the supervision and appraisal systems.</p> |

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| <p>Responsibilities to the young person.</p> | <p>To work directly with the young person in the centre, ensuring their needs are met through a variety of activities as dictated by the placement plan and other relevant guidelines.</p> <p>To build professional relationships and effective communication with the young people while acting as a role model for them.</p> <p>To work with the Social Care Leader and Centre Manager to ensure that on admission to our service young people are provided with all the information they might require and to welcome them and make them feel at home.</p> <p>To use house meetings to improve the care services provided to the young people.</p> <p>To encourage and assist the young people to establish and maintain contact with their families, where appropriate, and in accordance with their placement plan.</p> |
| <p>Administration responsibilities:</p> | <p>To ensure that all young people's records are completed, dated and signed in compliance with company procedures in a clear and timely manner.</p> <p>To accurately complete and maintain all company record sheets, petty cash and other accounting documents as required.</p> <p>To take responsibility for reading and signing memos, updating knowledge on client profiles and any other company issued documents.</p> <p>To ensure company email accounts are checked regularly and to ensure that all electronic communication is carried out as detailed in the company email usage document.</p> |
| <p>Responsibilities towards Health and Safety.</p> | <p>To work at all times within the code of standards of the company's Health and Safety policy.</p> <p>To record, report and track any faults found in the property, internally and externally to the Centre Manager.</p> <p>To take responsibility for checking that Centre vehicles are in a road worthy condition, reporting any faults to the relevant person.</p> <p>To complete and record fire safety drills within the house on a monthly basis and to check all fire safety and first aid equipment on a weekly basis.</p> |

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| <p>General Responsibilities:</p> | <p>To work within the framework of all relevant legislation (e.g. Child Care Act 1991, National Standards for Children’s Residential Centre’s 2018 and Children First Guidelines)</p> <p>To uphold the company’s Equal Opportunities policy at all times, ensuring procedures are culturally and socially appropriate, and respectful of race, gender, age, sexual orientation, family status, marital status, religious beliefs, disability and membership of the traveller community.</p> <p>To attend and contribute to regular supervision sessions with the Social Care Leader or Centre Manager.</p> <p>To contribute to a work environment that supports and encourages colleagues to work to their full potential.</p> <p>To attend and participate in the house meeting and any other meeting as required by the management.</p> <p>To ensure that client and Company confidentiality is maintained at all times as laid down in Colden Care’s policy.</p> <p>To take responsibility for personal and professional development, undertaking any training deemed relevant as required.</p> <p>To have a flexible approach to working hours.</p> <p>To carry out any other reasonable duties appropriate to this post as necessary in accordance with the needs of the Company.</p> <p>To ensure that good relations are established and maintained with the local neighbourhood, reporting any problems to the Centre Manager.</p> <p>To act in accordance with the service’s Code of Conduct.</p> |
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Core Colden Care Competencies & Behaviours:

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| <p>Core Competencies:</p> | <ul style="list-style-type: none"> • Promote teamwork and communicate effectively with their team and management. • Advocates personal training and development and that of their team. • Professional, consistent attitude to time management. • Positive and professional interaction with the young people in our care. • Promotes Colden Cares values at all times • Innovates • Demonstrates personal and professional perseverance |
| <p>Core Behaviours</p> | <p>Promotes Team work: Includes others in carrying out work; Fosters and creates trust within team; Develops company wide relationships; Takes responsibility for leadership roles; Carries out administrative duties.</p> <p>Communicates effectively: Communicates decisions and information effectively and honestly; Seeks and listens to multiple and varied views; deals with and addresses issues appropriately; maintains clear, concise reports.</p> <p>Trains and Develops: Looks for opportunities to train and develop; participates fully in training; adopts a professional and affable manner with supervisor.</p> <p>Time Management: Presents for work on time and ready to work; Adopts a professional attitude to absences; Is professional and conciliatory in approach to annual and professional leave.</p> <p>Interaction with Young Person: Seeks to develop relationships with the young people in our care; works to improve that relationship continuously; sets appropriate boundaries and adheres to same; acts as a role model for the young people and their team.</p> <p>Promotes Colden Care's Values: Is aware of Colden Care's Mission and Health and Safety Statements and works to promote same; seeks to continuously improve the care and safety to the young people in our care; works within Colden Care's policies and procedures.</p> |

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| | <p>Innovates: Develops ideas and seeks new ways of delivering Colden Care's services; focuses on continuous improvement of themselves and their working environment; prepared to work alone under own initiative; demonstrates problem solving skills; shows cultural awareness.</p> <p>Perseverance: Goes that extra mile in their approach to teamwork and in the delivery of care to the young people.</p> |
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