

Relief Worker

Job Title:	Relief Worker
Reports to:	Service Managers
Job Location:	Galway Simon Community Residential and Community Support Services
Contract Details:	Relief Panel Contract
Salary Details:	Hourly rate
Job Purpose:	The Relief Worker will be engaged on the authority of the Service Managers to provide short-term locum cover for planned and un-planned absences, in the supported housing and other services operated by Galway Simon Community.
Main duties & Responsibilities:	<ul style="list-style-type: none"> • To work on a rota system involving sleepover and weekend shifts as required. • Undertake a range of duties in relation to the good management of the houses and the welfare and support of clients, including cooking, shopping, and cleaning in services as required. • Assist and support clients to take an active part in the running of the houses and attend to their responsibilities in relation to personal hygiene, cooking and cleaning etc. • Assist clients to take part in activities, work projects, social events, hobbies, building up personal relationships, personal development and developing a sense of community within the houses. • Act as an advocate for clients both within the community and outside agencies. • Ensure clients attend appointments at health centres, hospitals, doctors, and all other arrangements outside the residential houses. • Assist clients with mobility problems and ensure that all areas in the house are kept in a safe and clean condition. • Participate in regular fire drills and training programmes as required. • Attend regular meetings to discuss arrangements for running the houses and client welfare, and to keep appropriate records in relation to the management of the services. • Maintain confidentiality at all times on matters relating to clients • Account for monies allocated for expenditure or collected as charges in the services. • Provide support to clients, provide informal supervision to volunteers and deal with medication dispensing. • Relief staff are expected to ensure compliance with all organisational Health and Safety procedures within our services to ensure a safe, healthy and secure environment for all employees, clients and visitors. • All staff must comply with relevant organisational policies and procedures, including our code of conduct and confidentiality policies. • Carry out any other duties that may arise from time to time as determined by management, permanent staff or any other appointed supervisor.

	<p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>
Person specification:	<p>Essential</p> <ul style="list-style-type: none"> ▪ Applicants must have a third level Degree in Social Care or an equivalent qualification ▪ 1 years' experience working in a similar role within a social care setting. ▪ Experience of record keeping and report writing ▪ Subscribe fully to Galway Simon Community values and mission <p>Desirable</p> <p>Candidates with one or more of the following will have a distinct advantage</p> <ul style="list-style-type: none"> ▪ Full clean driving licence ▪ Health and safety training ▪ Previous experience of Lone Working ▪ Experience of working with vulnerable and disadvantaged groups
To apply:	<p>All applications should be submitted on the Galway Simon Community application form. Application form and detailed job description can be obtained from www.galwaysimon.ie .</p> <p>Applications must be submitted to jobs@galwaysimon.ie, by 5pm on closing date 11th December 2022.</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	