

Housing Support Assistant Job Description

Job Title:	Housing Support Assistant (HSA)
Reports to:	Women’s High Support Residential Service, Service Manager
Location:	Galway City
Contract details:	Permanent contract, 32 hours per week on average over a 4-week rolling roster; plus 8 sleepovers over the 4 weeks. Hours worked on a four-week rolling roster providing 24-hour cover to the service and are required to work ‘sleep-overs’ in accordance with the roster.
Salary Details:	HSE Health Care Assistant 2021 €29,562 – €38,100 (pro rata)
Job Purpose:	<p>To work as part of the core staff team in one of Galway Simon Community’s Residential Services. Housing Support Assistants work alongside our Housing Support Officer and Service Manager, delivering practical skills and emotional supports to clients as part of their overall agreed support plan.</p> <p>The successful candidate will act as a key member of the team, ensuring the day-to-day safe running of the service and in supporting clients maximise their housing security, while supporting and preparing them for move on to independent living as appropriate.</p>
Main duties & Responsibilities:	<p><u>Clients</u></p> <ul style="list-style-type: none"> ▪ The primary responsibilities of a Housing Support Assistant will be to assist the Housing Support Officer and Service Manager to follow through on actions identified in the resident’s support plan and to support the day-to-day safe, consistent and efficient running of the service. ▪ Demonstrate a capacity to work with clients who may be distressed, frustrated and or in crisis, in a calm, kind, effective, trauma informed manner. ▪ To help create a secure environment, through constructive positive working relationships, that supports and encourages clients to make positive changes with the aim of maximising their overall well-being and personal dignity. ▪ Assist clients as necessary with practical tasks of independent living, self-care, personal hygiene, thought management, and meaningful community engagement. ▪ Assist with the coordination of all meaningful social role development with the aim of building long-term positive connections in the community. ▪ To undertake any other such duties commensurate with the role that may be assigned by the line manager. <p><u>Housing Management</u></p> <ul style="list-style-type: none"> ▪ To assist in all aspects of safe, efficient & calm day-to-day running of the service. ▪ To ensure that essential domestic duties e.g. cooking, cleaning, laundry, and maintenance are carried out too ensure that the service environment is maintained to the highest standard of cleanliness and comfort. ▪ To maintain good relationships with neighbours and relevant community groups.

	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> ▪ Act as appointed First Aid person as required. ▪ Carry out all duties with consistent due care and attention. ▪ Ensure that designated fire safety procedures are consistently carried out. ▪ To be vigilant and active in relation to infection control, general health and safety and welfare risks in the workplace and bring concerns to the attention of the line manager or health and safety representative, without delay. ▪ To ensure the residential property meets all safety and hygiene standards at all times. <p><u>Service Delivery</u></p> <ul style="list-style-type: none"> ▪ Adhere to the Galway Simon Community policies, procedures, ethos and values in all interactions with clients, colleagues and other stakeholder alike at all times. ▪ Have a willingness to adopt and adjust as required to ensure that a secure and safe environment is created that will facilitate client change and progression. <p><u>Administration</u></p> <ul style="list-style-type: none"> ▪ Systematically log and record all interventions with and on behalf of clients, in line with the service record keeping protocol utilising the tools identified by GSC such as PASS, TEAMS, & Vi-Clarity etc. ▪ Comply with the administrative requirements of the service <p><u>Training</u></p> <ul style="list-style-type: none"> ▪ Attend and participate in training courses as required. ▪ Demonstrate a commitment to regular updating practices and upskilling. <p><u>General</u></p> <ul style="list-style-type: none"> ▪ Maintain confidentiality on all matters relating to staff, volunteers, clients and general Simon Community Business. ▪ Be familiar with, and adhere to all Galway Simon Community current Policies and Procedures. ▪ Attend, contribute and participate in all organisation meeting and events. ▪ All other duties as may be from time to time requested by management and which are consistent with your job and responsibilities.
<p>Person specification:</p>	<p>Essential</p> <ul style="list-style-type: none"> ▪ Candidates must have a relevant qualification to a minimum of FETAC level 5 e.g. Care Assistant/Care of the elderly etc. ▪ 1 year experience working in a similar role within a social care setting ▪ Subscribe fully to Galway Simon Community ethos, values and mission ▪ Have a full clean driving licence for a manual drive car.
<p>To apply:</p>	<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 . Applications must be submitted to jobs@galwaysimon.ie, by 5pm on closing date 15th January 2023.</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>	