

Housing Support Officer Relief Panel

Job Title:	Housing Support Officer Relief Panel
Reports to:	Service Manager(s)
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 Manager(s) 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>The above job description is not intended to be a comprehensive list of all key duties/responsibilities involved and consequently, the person can be required to perform other duties as appropriate to the position, which may be assigned to them from time to time.</p>
<p>Person specification:</p>	<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
<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</p> <p>Applications must be submitted to jobs@galwaysimon.ie, by 5pm on closing date 19th November 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>	