

Night Support Worker

Job Title:	Night Support Worker
Reports to:	Service Manager
Job Location:	Galway Simon Community, Emergency Service
Contract Details:	1 year Fixed Term Contract, 34.5hrs per week working on a roster basis and will include live nights
Salary:	<p>Basic Salary: HSE Health Care Assistant 01/02/2022 salary scale €29,710 - €38,290 (pro rata)</p> <p>Additional Premium Payments: Sunday to Friday nights – 12midnight - 8am; paid at time and a half Saturday nights – 12midnight - 8am; paid at double time</p>
Job Purpose:	To provide practical supports to clients on a nightly basis, respond to crisis, and engage clients in service activities and support plans.
Main duties & Responsibilities:	<p><u>Clients:</u></p> <ul style="list-style-type: none"> ▪ Assist clients to follow through on actions identified with their key worker in line with their support plan and a harm reduction ethos. ▪ Approach clients at all times with dignity and respect and ensure they are provided with choices around the services they receive ▪ Adhere to the protocol prescribed by Abbey House at all times. ▪ Supervise the behaviour of the clients at all time; ▪ When required, engage in advocacy and referral to community services ▪ Liaise with the appropriate staff in accessing move-on accommodation for clients ▪ Assist with the planning of recreational and/or group activities. ▪ Communicate with the wider staff team of Galway Simon Community where relevant ▪ Maintain up to date case notes and complete relevant reports as required and input into the systems used by Galway Simon Community ▪ Ensure that clients are fully informed about all entitlements ▪ Assist the Service to collect, record and account for accommodation charges and control arrears. ▪ To instruct clients in the safe, efficient and cost effective use of electrical and other equipment. ▪ Ensure that essential domestic duties e.g. cooking, cleaning, laundry, maintenance are carried out. ▪ Maintain good relationships with neighbours and relevant community groups. <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> ▪ Adhere to Galway Simon Community health, safety and security policies and procedures ▪ Ensure the environment is maintained to a high standard at all times

- Report maintenance repairs and call out emergency contractors when required
- Assign routine tasks and domestic duties to clients when and where appropriate
- Ensure regular health & safety checks are completed and documented
- Act as appointed First Aid person as required.
- Carry out all duties with reasonable care.
- To be vigilant in relation to health and safety and welfare risks in the workplace and bring concerns to the attention of the line manager or health and safety representative.
- Ensure the Health, Safety and Welfare of clients is prioritised at all times within services.
- Participate in routine maintenance, cleaning, and health and safety inspections, in line with operational procedures and standards.
- Manage disputes and encourage co-operation.

Service Delivery

- Work in an organised and efficient manner in order to effectively meet the needs of clients
- Be part of a Team that has a clear commitment to the delivery of a high quality service, and accords with recognised best practice
- Act in a professional manner in all circumstances when engaging with clients as well as other support agencies.
- Work in a culturally appropriate way with people from a range of ethnic and cultural backgrounds
- Demonstrate a commitment to regular updating of changes in practices and external systems that may have implications for clients
- Have a willingness to adopt and adjust as needed to maintain effective working relationships with clients that are focused on ensuring their support needs are most effectively met.
- Maintain confidentiality on all matters relating to staff, volunteers, clients and general Simon Community Business.
- Be aware of and adhere to all Simon Community Policies and Procedures currently in operation
- Attend staff and other meetings as appropriate
- Provide up to date information and support to other Services within Galway Simon Community as necessary.
- Undertake any other duties as designated by the Manager/Team

Administration

- Systematically log and record all interventions with and on behalf of clients, utilising the Tools identified by GSC such as PASS, & ViClarity etc.
- Maintain clients' details and documentation with adherence to data protection and best practice guidelines
- Actively participate in staff meetings
- Provide written reports where necessary
- Be aware of and adhere to all relevant financial procedures and regulations of the organisation and to report any discrepancies to your manager immediately.
- Complete assigned daily/weekly admin tasks

	<p>Training</p> <ul style="list-style-type: none"> ▪ Attend and participate in training courses as required. ▪ Identify areas of future training need. <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the position which may be assigned to them by management from time to time and to contribute to the development of the position while in office</p>
<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 ▪ 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"> ▪ Health and safety training ▪ Previous experience of Lone Working ▪ Experience of working with vulnerable and disadvantaged groups ▪ Full clean driving licence
<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 26th 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>	