

Housing Support Officer – Relief Panel

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| 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. |

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| | <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"> ▪ Degree in social care or a related discipline and have already or commit to registering with CORU as a Social Care Worker before end of the grandparenting registration period. ▪ 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 applicants should submit a CV to jobs@galwaysimon.ie, by 5pm on closing date on 10th March 2024</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> | |