

## Housing Support Assistant Community Support Services

<b>Job Title:</b>	<b>Housing Support Assistant (HSA)</b>
<b>Reports to:</b>	Service Manager – Community Support Services
<b>Location:</b>	Galway City and surrounds
<b>Contract Details:</b>	Specific Purpose Contract, 37 hours per week. This role works opposite a co-worker to provide 7-day week cover to services using a 2-week rolling roster.
<b>Salary Details:</b>	HSE Health Care Assistant 2021 salary scale €29,562 - €38,100
<b>Job Purpose:</b>	To support people who live in their own homes & shared homes, to live independently, enhancing independent living skills, supporting to attend appointments and participate in community groups and activities to build connections in the community.
<b>Main duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ To carry out all tasks that facilitate the person being supported to live as independently and as well as possible and experience some of the good things in life.</li> <li>▪ To work collaboratively with the case managers (HSOs) to come up with optimal support plans with the person being supported.</li> <li>▪ To take a calm, kind, respectful and proactive approach with the person being supported, maximising the person’s dignity at all times.</li> <li>▪ To assist as necessary with practical tasks of independent living: such as bill payment, home management, budgeting, self-care, follow through on health and well-being and community engagement.</li> <li>▪ To assist with the operation, organising, and general tasks in the wider service and as assigned by the line manager.</li> <li>▪ To act as appointed First Aid Responder as required.</li> <li>▪ Carry out all duties with reasonable care, ensuring your own safety and the safety of the person you are supporting.</li> <li>▪ Act in a professional manner in all circumstances when engaging with clients, colleagues, other agencies and the public.</li> <li>▪ To systematically log and record all interventions in line with policies and protocols.</li> <li>▪ Maintain confidentiality on all matters relating to staff, volunteers, clients and general Simon Community Business.</li> <li>▪ Be aware of and adhere to all current Simon Community Policies and Procedures.</li> </ul>

<p><b>Person specification:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Candidates must have a relevant qualification to a minimum of FETAC level 5 e.g. Care Assistant/Care of the elderly etc.</li> <li>▪ 1-year experience working in a similar role.</li> <li>▪ Subscribe fully to Galway Simon Community values and mission.</li> <li>▪ Full clean manual car driving licence (for work purposes).</li> <li>▪ To be available to work every other weekend as part of the roster.</li> </ul> <p><b>Desirable</b> (Candidates with one or more of the following will have a distinct advantage);</p> <ul style="list-style-type: none"> <li>▪ Access to own car.</li> <li>▪ Previous experience of Lone Working.</li> <li>▪ Experience of working with vulnerable and disadvantaged people.</li> <li>▪ Experience using Microsoft Email, Calendar &amp; TEAMS.</li> </ul> <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>
<p><b>To apply:</b></p>	<p>All applications must be submitted on the Galway Simon Community application form which is available through our website at <a href="http://www.galwaysimon.ie">www.galwaysimon.ie</a></p> <p>Applications must be submitted to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a> by <b>5pm on Sunday 19<sup>th</sup> February 2023</b> If you have any questions in relation to this position please contact the HR department via email <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a></p>
<p style="text-align: center;">Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community</p>	