

Housing Support Assistant

| | |
|--|---|
| Job Title: | Housing Support Assistant (HSA) |
| Reports to: | Team Leader |
| Location | Women and Families Service Locations, Galway City & Surrounds |
| Contract Details: | 1 Year Fixed Term Contract, 39 hours per week |
| Salary Details: | HSE Health Care Assistant 2017 €26,834-€33,906 |
| Job Purpose: | <p>To work as part of a staff team in Galway Simon Community, Women’s Services, to include a high support residential service, transitional community-based houses and those living independently in the community.</p> <p>Housing Support Assistants work alongside our Housing Support Officers and Service Manager, delivering practical and emotional supports to those we support 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 services and in helping clients maximise their housing security, while supporting and preparing for move on to independent living and social integration into the wider community.</p> <p>This involves providing support to people in areas such as general welfare, health and well- being, thought management, self-care, personal administration, development of socially valued roles and home management as appropriate.</p> |
| Main duties & Responsibilities: | <p><u>Person Centred</u></p> <p>The primary responsibilities of a Housing Support Assistant will be to assist the Housing Support Officers to follow through on actions with clients identified through support planning, and, to support the day-to-day running of the service.</p> <ul style="list-style-type: none"> ▪ Demonstrate a capacity to work with clients who may be distressed, frustrated and or in crisis, in a calm, effective, trauma aware manner. ▪ To help create a secure environment that supports and encourages Clients to make positive changes with the aim of maximising their well-being and personal dignity. ▪ Develop a positive and constructive working relationship with those we support. ▪ Assist clients as necessary with practical tasks of independent living: such as rent & bill payment, home management, budgeting, self-care, follow through on health and well-being and community engagement. ▪ Assist colleagues to implement learning and development initiatives. ▪ Actively support clients in building long-term positive connections in the community. ▪ Assist clients with personal hygiene and all aspects of care where required. ▪ Comply with the administrative requirements of the service including maintenance of all records, logging all interventions and utilising all recording systems in use by the service effectively. |

- To undertake any other such duties commensurate with the role that may be assigned by the line manager

Health and Safety

- Act as appointed First Aid Responder as required.
- Carry out all duties with reasonable care.
- Ensure that designated fire procedures are carried out.
- 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 self, colleagues and clients are prioritised at all times within services.
- Participate in routine maintenance, cleaning, and health and safety inspections, in line with operational procedures and standards.

Service Delivery

- Adhere to the Galway Simon Community professionalism, ethos and values in all interactions with clients, colleagues and other stakeholder alike at all times.
- Work in a consistent, collaborative, organised and efficient manner in order to effectively meet the needs of a diverse case-loads.
- Carry out all work in line with the National Quality Standards Framework for Homeless Services.
- Work in a culturally appropriate way with people from a range of ethnic and cultural backgrounds.
- Be part of a team, with a consistent approach and clear commitment to the delivery of a high-quality service, and in accord with recognised best practice.
- Demonstrate a commitment to regular updating practices and upskilling.
- 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.

Administration

- Systematically log and record all interventions with and on behalf of clients, utilising the tools identified such as PASS, TEAMS & Vi-Clarity etc.
- Work within the Guidelines of Children First, and follow necessary policy and procedures where concerns around children's safety and welfare are encountered.
- Carry out service administration tasks in a timely and efficient manner

Training

- Attend and participate in training courses as required and identify areas of future training need.

General

- 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 and participate at team, staff and other meetings as appropriate
- Provide up to date information and support to other Services within Galway Simon Community as necessary.

| | |
|--|--|
| Person specification: | <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 values and mission ▪ Full clean driving licence ▪ Access to own car <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 women ▪ Experience of using a trauma informed approach. |
| To apply: | <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, or by post to HR Manager, Galway Simon Community, Unit 18 Tuam Road centre, Tuam Rd., Galway by 5pm on closing date 17th January 2021</p> <p>If you have any questions in relation to this position please contact HR: hradmin@galwaysimon.ie or telephone: 091-381828</p> |
| <p>All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.</p> | |
| <p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p> | |