

## Relief Worker

<b>Job Title:</b>	<b>Relief Worker</b>
<b>Reports to:</b>	Service Managers
<b>Job Location:</b>	Galway Simon Community Residential and Community Support Services
<b>Contract Details:</b>	Casual contract
<b>Salary Details:</b>	Hourly rate
<b>Job Purpose:</b>	The Relief Worker will be engaged on the authority of the Service Managers to provide short-term locum cover for planned and un-planned absences, in the supported housing and other services operated by Galway Simon Community.
<b>Main duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To work on a rota system involving sleepover and weekend shifts as required.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Act as an advocate for clients both within the community and outside agencies.</li> <li>• Ensure clients attend appointments at health centres, hospitals, doctors, and all other arrangements outside the residential houses.</li> <li>• Assist clients with mobility problems and ensure that all areas in the house are kept in a safe and clean condition.</li> <li>• Participate in regular fire drills and training programmes as required.</li> <li>• 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.</li> <li>• Maintain confidentiality at all times on matters relating to clients.</li> <li>• Account for monies allocated for expenditure or collected as charges in the</li> </ul>

	<p>services.</p> <ul style="list-style-type: none"> <li>• Provide support to clients, provide informal supervision to volunteers and deal with medication dispensing.</li> <li>• 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.</li> <li>• All staff must comply with relevant organisational policies and procedures, including our code of conduct and confidentiality policies.</li> <li>• Carry out any other duties that may arise from time to time as determined by management, permanent staff or any other appointed supervisor.</li> </ul> <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><b>Person specification:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Applicants must have a third level Degree in Social Care or an equivalent qualification</li> <li>▪ 1 years' experience working in a similar role within a social care setting.</li> <li>▪ Experience of record keeping and report writing</li> <li>▪ Subscribe fully to Galway Simon Community values and mission</li> </ul> <p><b>Desirable</b></p> <p>Candidates with one or more of the following will have a distinct advantage</p> <ul style="list-style-type: none"> <li>▪ Full clean driving licence</li> <li>▪ Health and safety training</li> <li>▪ Previous experience of Lone Working</li> <li>▪ Experience of working with vulnerable and disadvantaged groups</li> </ul>
<p><b>To apply:</b></p>	<p>All applications should be submitted on the Galway Simon Community application form. Application form and detailed job description can be obtained from <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 closing date 06/02/2022.</b></p> <p>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>All job offers will be subject to satisfactory references, 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>	