



DAUGHTERS OF CHARITY SERVICE

For Persons with Intellectual Disability

JOB DESCRIPTION

JOB TITLE: **SOCIAL CARE WORKER**

RESPONSIBLE TO: **THROUGH SOCIAL CARE LEADER TO
SERVICE MANAGER COMMUNITY
RESIDENTIAL SERVICE**

EMPLOYING AUTHORITY: **DAUGHTERS OF CHARITY**

FUNCTION

The Social Care Worker assists the Social Care Leader in running the house within agreed guidelines. Ensures the implementation of the programme of total care and safety, of each person with an intellectual disability in their care in a 24 hour setting.

DUTIES AND RESPONSIBILITIES

1. Assists in promoting self development, independence and the individuality of each client.
2. Helps to create a homelike environment for persons with an intellectual disability, placing an emphasis on their social education and development within the guidelines formulated by the Social Care Leader.
3. Carrying out procedures and therapies carefully. Observing and reporting in accordance with established standards.
4. Assisting in arranging of meals and diet programmes for the ladies.
5. Making written and verbal reports as required. Reporting accidents, incidents or complaints in line with agreed policy.
6. Ensuring all records pertaining to the particular house are kept up-to-date and are readily available when required.
7. To teach and encourage each client to be actively involved in cleaning, hygiene, cooking, washing and caring for their clothing.
8. Ensuring good working relationships with colleagues and other employees, visitors and the ladies.
9. Sharing responsibility for maintaining house supplies, equipment and clothing.
10. Undertaking all aspects of home management as directed by houseparent.
11. Maintaining good order and organisation in the house at all times, especially in housekeeping, cleanliness and hygiene.

...../Social Care Worker

12. Taking charge of the house when necessary and acting up for the Social Care Leader as required.
13. Maintaining high standards of care and respect for each person with an intellectual disability, their clothes and other personal belongings.
14. To promote self development, independence and the individuality of each client.
15. Ensuring that the persons with an intellectual disability attend at the appropriate social and recreational activities within the service and the local community.
16. Using vigilance and acute observation in recognising signs and symptoms, so as to prevent disease and promote the health of each person with an intellectual disability.
17. Implementation of the health and safety policy in accordance with the safety statement of the service. Ensure familiarity with emergency and other operational procedures and policies.
18. Ensure that economy is exercised in relation to house supplies and equipment.
19. Ensuring that each person with an intellectual disability is treated with the utmost respect and dignity at all times.
20. When employed as an Social Care Worker with a particular professional qualification, the functions associated with the profession may form part of the job function.
21. Ensuring that the clients attend at the appropriate training school or work place at the time stipulated; to report on progress of training, when required.
22. Co-operating with the religious education and liturgical programmes and abiding by the ethos of the Daughters of Charity.
23. Encouraging and participating, where appropriate, in social and recreational activities within and outside of the Community Care Programme.
24. Ensure that the highest standards of confidentiality are maintained at all times.
25. Taking clients to day and other activities in mini bus or public transport as necessary.
26. Maintain a high standard of work performance, attendance, appearance and punctuality at all times.
27. Ensure good working relationships are maintained with colleagues at all times.
28. Participate in Service Annual Performance Review System
29. Any other duties that may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.