

## Job Description

<b>Job Title:</b>	<b><i>Relief Support Worker</i></b>
<b>Location:</b>	Suaimhneas, Ballygrennan Close, Moyross, Co. Limerick
<b>Department:</b>	Suaimhneas
<b>Responsible to:</b>	Homeless Service Coordinator
<b>Job Purpose:</b>	The Support Worker is responsible for ensuring the efficient operation of the service while on duty, and providing support to the women and children residing at Suaimhneas.
<b>Core Duties &amp; Responsibilities:</b>	<p>1.0 Suaimhneas</p> <ul style="list-style-type: none"> <li>➤ Work within Suaimhneas policies and follow Suaimhneas procedures.</li> <li>➤ Adhere to professional boundaries and work in a professional manner at all times.</li> <li>➤ Complete accurate written records and/or reports where necessary, including but not limited to Suaimhneas' Logbook, Handover and Family Files.</li> <li>➤ Handle enquiries, including telephone calls and agency visits.</li> <li>➤ Responsible for the general upkeep of Suaimhneas.</li> <li>➤ Monitor emergency food stock levels and that of other house supplies, and report such to Manager/Team Leader as appropriate.</li> <li>➤ Attend and participate in staff meetings and staff training.</li> <li>➤ Complete any other tasks specifically identified and allocated via the Handover.</li> </ul> <p>2.0 Families</p> <ul style="list-style-type: none"> <li>➤ Handle telephone referrals and carry out the admission and discharge of families, including completion of all appropriate forms for such.</li> <li>➤ Provide support, information and resources to families residing at Suaimhneas.</li> <li>➤ Empower women to make informed and positive choices and decisions.</li> <li>➤ Assist families with their re-housing, including but not limited to providing assistance with completion of housing application forms.</li> <li>➤ Promote the family's individual Care Plan.</li> <li>➤ Run in-house programmes including: time management, money management, cookery classes, nutrition, employment support, personal development, health and beauty, child development.</li> <li>➤ Collect residents' fees and issue appropriate receipts.</li> <li>➤ Provide Outreach Support as approved by the Manager/Team Leader.</li> <li>➤ Ensure residents abide by the terms of residency as indicated in the "Family Agreement with Suaimhneas".</li> </ul> <p>3.0 Children</p> <ul style="list-style-type: none"> <li>➤ Adhere to and work within Child First guidelines.</li> <li>➤ Work within Suaimhneas' Code of Behaviour with Children.</li> <li>➤ Provide support to the children residing at Suaimhneas,</li> </ul>

	<ul style="list-style-type: none"><li>➤ Including the running of child appropriate activities.</li></ul> <p>The list of tasks is not an exclusive one and duties may vary from time to time.</p>
<b>Person Specification:</b>	<ul style="list-style-type: none"><li>➤ A Social Care Qualification</li><li>➤ Experience related to the field</li><li>➤ Possess excellent communication skill</li><li>➤ Be highly motivated, enthusiastic &amp; flexible</li></ul>