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| Job Title | Support Staff - (Permanent Contract) |
| Purpose of the role: | To provide support to and supervise the clients as they move through the residential recovery programme in the out-of-hours periods by complementing the counselling programme. To maintain the running of the centre during the out-of-hours period. |
| Details of Services | 28/42 day – residential treatment programmes for clients as well as support to their families. In addition, continuing care services and family programmes for clients of Tabor Group. |
| Place of Work: | As this is a Permanent Contract, you will be required to work in either Tabor Fellowship or Tabor Lodge. |
| Contract Type & Duration: | This can be a: <ul style="list-style-type: none"> • Permanent Full-time Contract • Permanent Part-time Contract |
| Reporting Line: | The Support Staff will report directly to a designated member of the Clinical Team. |
| Hours of Work: | Contracted hours will be agreed with you at offer stage of recruitment process. Shifts will be during evenings, nights and weekends. The organisation will require the post holder to be flexible to meet the needs of the service and this position may involve extra hours from time to time, while giving regard to the Organisation of Working Time Act, 1997. You will be given as much notice of any such change of hours of work as is reasonably practicable through your line manager. |
| Probation: | 6 months |
| Pay: | €13.10 per hour increasing to €15.17 per hour in July 2024. |
| A/L | 8% of 100 hours worked up to a max of 20 days pa. |

The following sets out the principal duties and responsibilities for the role of Support Staff,

Support to Staff and Clients:

- As a member of the Treatment Team, to participate as appropriate in the co-ordination of activities so as to ensure the best holistic client care.
- Assist staff member on duty, in particular with security and safety issues.
- Maintain an observation role with the clients throughout the evening.
- Be visible on the unit.
- Report any concerns to the other staff member on duty.
- Provide assistance in the case of an emergency.



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- Ensure a thorough handover is received from your colleague on duty prior to your duty i.e. number of clients present and any issues of concern.
 - Ensure a thorough handover is provided at the end of your shift to your colleague coming on duty.
 - Monitor the whereabouts of the clients inside and within the grounds and conduct regular room checks and regular head counts.
 - Be available to clients, show basic care for their wellbeing and provide assistance as required.
 - Mix with clients and familiarise yourself with any new clients. Ensure that clients are all accounted for.
 - Check that the rooms on the ground floor are tidy and ready for meetings.
 - Fully participate in all review and audit programmes undertaken by management to ensure ongoing evaluation of the appropriateness and effectiveness of service delivery.
 - Comply with all regulatory and legal requirements.
 - Comply with the implementation of objectives and standards which guide the staff of the Company in the delivery of innovative and high-quality care and rehabilitation of individuals.
 - Provide clients with supervised access to their prescribed medication in-line with the Medication Management Policy & Procedures.
 - Any other duties as assigned by line management.

Qualifications & Experience

- FETAC Level 6 qualification in Social Care or equivalent
- A min of 6 months' experience in a social care environment, preferably in an addiction setting, but this is not essential.

Skills & Competencies

- Good interpersonal and group communication skills are required
- Good telephone skills and manner are required for dealing with any client or other queries in relation to the operation of the Centre
- Time management skills both on a personal and work level are required
- The ability to work constructively and actively as part of a flexible team to respond appropriately to the needs presented by clients is required.

If you are interested in this role, please forward a cover letter setting out why you wish to apply for this role and a copy of your CV to sosullivan@taborgroup.ie.

The closing date for this role is Friday 19th April, 2024