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| **Our Ref** | **BANK.SCW.0621** |
| **Closing Date** | **5.00pm 12th July 2021** |
| **Post**  | **Senior Care Worker BANK**  |
| **Based At** | 1. **Anam Cara Housing with Care**
2. **Cherryfields Housing with Care**
 |

# APPLICANT GUIDANCE NOTES

Please use these notes to assist you in completing your application

Do not enclose CV’s; all sections of the document must be completed in black ink and capitals or typescript. Put your name on all additional sheets of paper and indicate the section of the application form to which they refer. Incomplete applications will be rejected. Completed applications should be returned to the HR Department, FOLD Housing Association clg, Block A, Northwood Office Cmapus, Santry, Dublin 9 by the stated closing date and time.

Use the Job Description to assist you in assessing if you meet the criteria for this post. Criteria may be enhanced to facilitate shortlisting. The panel will shortlist only on the basis of the information provided

REFERENCES: FOLD Housing Association is committed to fair, equitable and speedy recruitment process for all applicants aiming to fill all vacancies. In order to streamline this process we accept emailed referenced forms (provided by FOLD HR).  It will be beneficial to the recruitment process, yourself and the Organisation if you could ensure an email address is completed in Section 9: Referee, of the application form.

## JOB RELATED INFORMATION

FOLD Ireland provides apartments and houses for older people and families. In addition, the Association provides supported housing with 24 hour care for frail and older people.

FOLD Ireland enhances the quality of life for many people in the community by providing a unique combination of accommodation and associated service options. These include: Housing-with-Care and day care for frail older people and people with dementia; sheltered housing; and general needs accommodation for families.

# Fold Ireland now wish to recruit a Senior Care Worker to work on our BANK panel in both of our Housing with Care Schemes.

**Senior Care Worker - BANK**

Location: Anam Cara Housing with Care, St Canices Road, Dublin 11, Cherryfields HwC, Hartstown, Dublin 15

Ref: BANK.SCW.0621

Hours: As and when required

Salary: €16.05 per hour

**Application Procedure:**

Application form and further information are available from the Fold Housing website [www.foldhousing.ie/careers](http://www.foldhousing.ie/careers) and also from the Human Resources, Fold Housing, Block A, Northwood Office Campus, Santry, Dublin 9 Tel: +353 (0) 1 8228804.Please clearly state the role that you are applying for in your application and email subject line: **Job Ref BANK.SCW.0621** Applications should be submitted by email to applications@foldireland.ie, or by post

Closing date for applications is 5pm 12th July 2021

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| **APPLICATION FOR EMPLOYMENT POST:**   |
| **CLOSING DATE: REFERENCE NO:**   |
| **Section 1 – Personal Details** |
| **Personal Details** | **Address Details** |
| **Title:** | **Number/Street:** |
| **Forename:** | **Post Town:** |
| **Forename 2:** | **County:** |
| **Preferred Name:** | **Post Code:** |
| **Surname:** | **Address Type (home/other):** |
| **Email Address:** | **Is this your mailing address? :**   |
| **National Insurance No:** |  |
|  |
| **Contact Details**  |
| **Home Telephone No:** |  |
| **Mobile Telephone No:** |  |
| **Email Address:** |  |
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| **Driving Details (please tick)** |
| **Do you have a full,** **current driving licence? :** **Yes****No** | **Do you have access to a car/are able to fulfil mobility requirements of post? :****Yes****No** |
|  |
| **Interview Adjustments** |
| **Do you need any reasonable adjustments/arrangements at interview? :** **Yes****No****If yes, please provide details? :**  |
| **Eligibility to Work in ROI**  |
| **Do you require a permit/visa to work in ROI ?** | **Yes** **No** |
| **If yes, do you hold a permit/visa to work in ROI?** | **Yes** **No** |
| **If yes: Please state start/end dates and any restrictions that apply:** |

**Section 2 – Education and Qualifications**

**Please provide evidence of qualifications outlined in the Essential/Desirable Criteria on the Person Specification**

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| **Qualification Level** | **Grade** | **Subject** |
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**Continue on a separate sheet if necessary**

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| **Professional Qualifications****Please provide evidence of qualifications if required as part of the essential criteria for the job.**  |
| **Membership Body** | **Membership Number** | **Membership Level** | **Start Date** | **End Date** |
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| **For Care Positions Only** |  |  |  |  |
|  | **Renewal Date:** | **NISCC****Registration Number :** | **Renewal Date:** |
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| **Training** **Please detail any relevant training courses you have attended and include the date the course was completed** |
| **Training Course:** | **Date:** |
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| **Section 3 – Employment History****Are you currently employed? : Yes No** **Please provide details of employment\* starting with your present or most recent job.** **Please include periods of unemployment, unpaid placements and voluntary work.**  |
| **Employment Details (past 10 years or 6 posts whichever is greater\*)** |
| **Company Name:** |  |
| **Number/ Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Country:** |  |
| **Post Code:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  | **Date Salary Commenced:** |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Post Code:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

**(Please continue on another page if necessary)**

**Section 4 - Information for Shortlisting**

In this section we would like you to provide information which will aid the short-listing process. In each of the following pages please state how you meet the particular experience, understanding, knowledge and qualities sought. Give examples and specify as appropriate. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making.

|  |
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| **Essential Criteria** |
| **Please refer to the personnel specification and provide details of how you meet it:****Continuation sheets may not be used.** |

Please specify how you met any of the desirable criteria set out in the person specification.

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| **Desirable Criteria** |
| **In this section we would like you to provide information which will aid the shortlisting process. Please state how you meet the particular experience, understanding, knowledge and qualities sought. Give examples and specify dates as appropriate. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making.** |
| **Continuation sheets may not be used.** |

**Section 5 – Referees**

Please give the full names and addresses of 2 referees one of whom should be your **present or most recent employer**. References from relatives will **not** be accepted.

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| **Referee 1:** |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** |  **Character Business**  |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |
| **Referee 2:** |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** |  **Character Business**  |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |
| **Referee 3:** |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** |  **Character Business**  |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |

**Section 6 – Additional Information**

Due to the nature of the work you are applying for, you must disclose ALL criminal convictions and cautions that are not ‘protected’. In addition, if you have any charges outstanding this information must also be declared.

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| **Rehabilitation of Offenders (please tick 🗸):**  |
| Have you ever been convicted of a criminal offence that is not “protected”? Are there any charges outstanding?If you have selected yes, and are successful at interview, you will be required to undergo a garda vetting process | **YES** |

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 | **NO** |

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| **Article 31 (please tick 🗸):** |
| Are you a previous employee? | **YES** |

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 | **NO** |

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| Are you related to any employee or Board Member of Fold? | **YES** |

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 | **NO** |

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| Do you or any member of your family have any connections/contracts with Fold | **YES** |

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 | **NO** |

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| If Yes to any of the above, please state details: |
| Name: Declaration Reason:Location: Dates: |

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| **How did you find out about this vacancy? (Please tick)** |
|  **FOLD Ireland Website** |  |
|  **Activelink** |  **(Local Paper –Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
|  |  **Other** |

Note: The Association reserves the right only to shortlist for interview on the basis of information supplied on this application form. Your application will be held in a manual filing system for three years following the closing date for applications. After this period your file will be destroyed in accordance with FOLD’s retention policy.

**Warning: By completing and signing (or electronically submitting) this application form you are consenting to the information being held on you as outlined above. This information will not be disclosed to a third party unless we are required to do so under law.**

**Any applicant found to have knowingly given false or inaccurate information or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or may be dismissed if appointed. Canvassing will disqualify.**

**Declaration**

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I have read and understood the requirements and particulars of the appointment which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a pre-employment health assessment and I consent to my doctor being approached for further information, including medical reports if the employer considers it necessary.

**Disclosure Certificate**

I further understand that the job offer may be subject to a Disclosure check carried out by Access NI, and I am aware that all spent convictions **must** be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

|  |
| --- |
| * **I have** **read and understood the declaration.**
* **I agree that information provided is accurate.**
 |

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOLD HOUSING ASSOCIATION (HEREINAFTER REFERRED TO AS FOLD)**

**COMPANY OBJECTIVE**

FOLD is an Equal Opportunity Employer. FOLD will not unlawfully discriminate either directly or indirectly, or victimise on any of the grounds listed. FOLD is committed to the provision of a harmonious working environment and the operation of fairness and equality at work, for those seeking work and in the services it provides. FOLD is committed to providing equality of opportunity to all candidates.

FOLD is committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training, irrespective of: gender, marital or family status; race, ethnicity or colour; disability; religious or political opinion; sexual orientation; nationality or age.

To achieve our objective FOLD will pursue, recognise and ensure compliance with its legal obligations under the Fair Employment and Treatment (N.I.) Order 1988 and all other legislation. In addition to the above FOLD will recognise its moral and social obligations to promote equality of opportunities within the communities in which it operates.

FOLD has established policies and procedures designed to promote equality of opportunity. These will be periodically reviewed to ensure that individuals continue to be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individual’s suitability to fill it.

FOLD provides facilities for any employee who believes that he or she has been treated unfairly within the scope of this policy to raise the matter through the normal grievance procedure.

**RESPONSIBILITIES**

The Chief Executive has a specific responsibility for the effective implementation of this policy. Each Director and Manager also have responsibilities and we expect all of our employees to abide by the policy and help create the equality environment which is its objective.

FOLD does not permit the display of flags, emblems, posters or other similar material, or the circulation of literature which may give offence or cause apprehension amongst particular groups of employees. Any attempt to display such will be regarded as serious misconduct and will result in disciplinary action.

**FAILURE TO COMPLY**

# Failure to comply with the policy will be regarded as serious misconduct which may lead to disciplinary action.

FOLD IRELAND HOUSING ASSOCIATION

# JOB DESCRIPTION

**JOB TITLE:** SENIOR CARE WORKER BANK

**RESPONSIBLE TO:** SCHEME MANAGER

**LOCATION:** ANAM CARA HwC + CHERRYFIELDS HwC

**General**

Senior Care Workers assist the Scheme Manager in running the scheme including compliance with residential care home regulations, other statutory requirements and FOLD's own policies and procedures. In the absence of the Scheme Manager, a Senior Care Worker will be responsible for the day-to-day management of the scheme.

**Main Responsibilities**

1 To be responsible to the Manager for all aspects of the day-to-day operation of the Housing-with-Care scheme during specific periods of duty and in the absence of the Manager.

2 To be responsible for specific management duties as delegated by the Manager.

3 To be part of the management team responsible for achieving high professional standards of care in accordance with FOLD's philosophy for Housing-with-Care.

4 To assist the Manager in promoting the social life of the scheme and enabling residents to take a full and active part in the life of the local community.

1 **Summary of Duties**

1.1 To assist the Manager in achieving and maintaining the smooth day-to-day operation of the Housing-

 with-Care Scheme in accordance with FOLD's policies and other legislation directly affecting the Scheme or its residents.

1.2 To assist in the maintenance of efficient administrative systems for the operation of the scheme, in

 accordance with FOLD's policies taking responsibility for specific areas of work as delegated by the Manager.

1.3 To participate in the recruitment, management and training of care staff in accordance with FOLD's Equal Opportunities and other personnel policies.

1.4 To assist in the implementation of duty rosters and methods of working which ensure adequate staffing levels at all times and that proper attention is given to the needs of individual residents.

1.5 To assist the Manager in implementing procedures for emergencies and other procedures under the Health and Safety at Work legislation and FOLD's policies.

1.6 To assist the Manager in the proper implementation of FOLD's complaints procedure for residents and their families.

1.7 To assist the Manager in ensuring that the premises are kept clean, suitably heated and well maintained and to report repairs and defects as appropriate.

1.8 To ensure staff are appropriately trained in their working practices, to ensure new equipment is safe and staff are appropriately trained, to be mindful of their own health and safety obligations.

2 **Care of residents**

2.1 To implement, under the direction of the Manager, a system of care planning which, with the residents' consent, will attempt to meet their physical, intellectual, emotional, social and spiritual needs. Such plans will be properly recorded, regularly evaluated and reviewed.

2.2 To ensure that all care practices and procedures, as specified in FOLD's policies, are adhered to.

2.3 To assist the Manager in the administration of the catering operation, helping to ensure that diets are nutritionally balanced, that menus are varied and represent residents' choices.

2.4 To liaise, appropriately, with other professionals involved in the care of residents, assisting residents to access health and welfare services.

2.5 To assist the Manager in the ordering, storage, recording and, where appropriate, the administration of prescribed medicines.

2.6 To participate in the daily delivery of hands on personal care, ie, personal care tasks.

3 **Community Links**

3.1 To promote and take an active part in social activities in the scheme in accordance with FOLD's policies and the residents' wishes.

3.2 To take responsibilities in this area as delegated by the Scheme Manager.

3.3 To promote and maintain the good name of FOLD in the locality.

All FOLD employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of religion, community background, gender, marital status or disability.

This Job Description may be amended to facilitate changes in the better organisation of FOLD's activities and following consultation with the Job Holder.

FOLD operates a “No Smoking on the Premises” policy.

FOLD IRELAND HOUSING ASSOCIATION

# SENIOR CARE WORKER - JOB SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **EDUCATION & EXPERIENCE** | **Essential** | **Desirable** |
| **1.1** | Good general education to Leaving Certificate standard or equivalent |  |  |
| **1.2** | Minimum 2 years’ experience (within last 3 years) at Senior Care Worker level / equivalent in residential home for older people |  |  |
| **1.3** | Moving and Handling experience |  |  |
| **1.4** | Professional Qualification in Social Work / Nursing |  |  |
| **1.5** | Recognised Care Qualification |  |  |
| **2.0** | SPECIALIST KNOWLEDGE |  |  |
| **2.1** | Knowledge of older people and their needs |  |  |
| **2.2** | Care planning |  |  |
| **2.3** | Knowledge of medication management and custody of medicines  |  |  |
| **2.4** | Knowledge of Environmental Health and Fire Authority regulations etc |  |  |
| **2.5** | Knowledge of EMI |  |  |
| **2.6** | Dietary awareness |  |  |
| **3.0** | SPECIAL SKILLS / APTITUDES |  |  |
| **3.1** | Good oral and written communication skills |  |  |
| **3.2** | Good organisational and administration skills |  |  |
| **3.3** | Experience in diversional therapy techniques for older persons |  |  |
| **4.0** | **ORGANISATIONAL AWARENESS** |  |  |
| **4.1** | Knowledge of Housing-with-Care |  |  |
| **4.2** | Knowledge of FOLD and its services |  |  |
| **5.0** | PERSONAL QUALITIES |  |  |
| **5.1** | Mobility |  |  |
| **5.2** | Fit |  |  |
| **5.3** | Ability to Move and Handle |  |  |
| **5.4** | Commitment |  |  |
| **5.5** | Reliability |  |  |
| **5.6** | Dependability |  |  |
| **5.7** | Self-motivated |  |  |
| **5.8** | Able to work as part of a team |  |  |
| **5.9** | Ability to work ‘waking nights’ |  |  |
| **5.10** | Drivers licence and access to a car |  |  |