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| --- | --- |
| **Our Ref** | **CAF.FH.1121** |
| **Closing Date** | **17.00 on 3rd December 2021** |
| **Term** | **Permanent Contract** |
| **Based At** | **Cherryfields Housing with Care , Hartstown, Dublin 15.** |

# APPLICANT GUIDANCE NOTES

Please use these notes to assist you in completing your application

Please complete each section of this application as fully and as carefully as possible using black ink. Additional information may be submitted as part of the application as an attachment to this form.

**Incomplete applications will be rejected.**

Criteria may be enhanced to facilitate shortlisting. The panel will shortlist only based on the information provided.

**JOB RELATED INFORMATION**

Fold Housing is one of Ireland’s leading approved housing bodies providing housing, care and support to older people, families and those with complex needs.

Fold Housing is an approved housing body with charitable status led by a skilled voluntary board with experts from the private and public sectors.  We work with local authorities, the HSE, financial institutions, developers and other critical delivery partners to meet housing demand

We are now seeking a highly motivated individual to join our Housing team to build and deliver a new tenant engagement strategy that promotes engagement, empowers our tenants and builds local capacity.  The post holder will be responsible for a wide range of tenant engagement activities to improve community engagement and participation for Fold Housing tenants.

We are a people driven organisation, dedicated to excellent customer service, as well as the development and fulfillment of our staff.

If you are looking for a new and exciting challenge and want to be part of a progressive organisation, we would be delighted to receive an application from you.

We are currently seeking to recruit the following position:

**Care Assistant-Flexi**

**Location:** Cherryfields Housing with Care, Hartstown, Dublin 15

**Ref:** CAF.FH.11121

**Hours:**  36 Hours per week

**Salary:** €27,118-€32,018 per annum

**Additional Benefits**: Company pension scheme, 22 days paid annual leave, free car parking, Death in Service benefit, paid sick and maternity leave, company pension scheme

**Application Procedure:**

Application form and further information are available from the Fold Ireland Website <http://www.foldireland.ie/jobs> and also from the Fold Housing Association Ireland CLG,

The Crescent Building, Northwood Office Campus, Santry, Dublin 9, D09 X8 W3 Tel: +353 (0) 1 8228804.

Please clearly state the role that you are applying for in your application and email subject line:

**Job Ref CAF.FH.1121**

Applications should be submitted by email to [applications@foldireland.ie](mailto:applications@foldireland.ie), via our on line application form <https://www.foldhousing.ie/careers/> or by post to the HR Department, Fold Housing Association Ireland CLG, The Crescent Building, Northwood Office Campus, Santry, Dublin 9, D09 X8 W3

Closing date for applications is 5pm on 3rd December 2021

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| **Personal Details** | **Address Details** |
| **Title:** | **Number/Street:** |
| **Forename:** | **Address Type (home/other):** |
| **Forename 2:** | **County:** |
| **Preferred Name:** | **Post Code:** |
| **Surname:** | **Mobile/Home Telephone No :** |
| **PPS No:** | **Email Address:** |
|  | |
| **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 1 - Personal Details**

**Section 2 – Education/Qualifications**

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

|  |  |  |
| --- | --- | --- |
| **Qualification Obtained** | **Date Obtained** | **School/College/Training Facility** |
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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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| **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.** | | | | | | |
| **Employment Details (past 10 years or 6 posts whichever is greater\*)** | | | | | |
| **Company Name:** | |  | | | |
| **Company Address:** | |  | | | |
| **Job Title:** | |  | | | |
| **Employment Start Date:** | |  | | | |
| **Employment End Date:** | |  | | | |
| **Outline of Duties:** | |  | | | |
| **Salary:** | |  | | | |
| **Reason for Leaving:** | |  | | | |
| **Notice Period if Applicable:** | |  | | | |

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

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

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

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| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **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 - Additional Information**

Please indicate the reasons for seeking this position applied for:

|  |
| --- |
| **Additional Information** |
| **Please refer to the personnel specification and provide details of how you meet the criteria:**  **(Please continue on another page if necessary)** |

**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** |

**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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| **Garda Clearance (please tick P):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? Are there any charges outstanding?  If you have selected yes, and are successful at interview, you will be required to fill in a Confidential Enquiry Form. | |  | | --- | |  |   **YES** | **NO**   |  | | --- | |  | |  |

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|  | | | | |
| Are you a previous employee? | |  | | --- | |  |   **YES** |  | |  | | --- | |  |   **NO** |  |
| Are you related to any employee or Board Member of Fold Housing? | |  | | --- | |  |   **YES** |  | |  | | --- | |  |   **NO** |  |
| Do you or any member of your family have any connections/contracts with Fold Housing? | |  | | --- | |  |   **YES** |  | |  | | --- | |  |   **NO** |  |
| If Yes to any of the above, please state details: | | | | |
| Name: Declaration Reason:  Location: Dates: | | | | |

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

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 Housing 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.**

**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.

**Garda Vetting**

I further understand that the job offer may be subject to a Garda Vetting check carried out by An Garda Siochana, 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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FOLD HOUSING ASSOCIATION

**JOB DESCRIPTION**

**JOB TITLE:** CARE ASSISTANT-FLEXI

CHERRYFIELDS HOUSING-WITH-CARE

BLANCHARDSTOWN

**RESPONSIBLE TO:** SCHEME MANAGER

**Main Responsibilities**

1 To assist in meeting the personal needs of residents.

2 To participate in the day-to-day activities of the Home.

1. To help promote resident participation in the life of the Home.
2. To undertake primary tasks in the organizing and managing of an activities programme for residents and as directed by The Scheme Manager or Senior Staff.

**Summary of Duties**

1 To be aware of the "package" of care which is tailored to meet the individual resident's needs, both physically and mentally, and to react accordingly.

2 To give residents the option to participate in household duties, including meal preparation.

3 To assist those residents who require help with dressing, undressing, bathing and toileting.

4 To help residents with mobility difficulties, or other physical disabilities, including incontinence. To help in the use and care of aids and other personal equipment.

5 To attend to those residents temporarily ill, who need bed nursing.

6 To help care for residents who are dying.

7 To make and change beds, tidy rooms, empty commodes.

8 To inspect, launder and mend residents' clothing.

9 To set tables or trays, serve meals, feed residents who need help.

10 To answer emergency calls and the telephone, and also welcome visitors.

11 To discuss with, and encourage relatives to take part in the activities relating to both individual residents and the Home.

12 To assist in the facilitating of mental and physical activities in residents, by taking part in the activities and assisting in the organisation of nights out, trips etc.

13 To read and write reports, take part in staff and residents' meetings and also in training activities.

14 To undertake other duties as designated by the Manager.

15 To ensure staff keep a safe environment around their work area, to report maintenance problems swiftly and to ensure their behaviour and actions do not endanger people or property.

16 To assist residents who need help throughout the night. This includes help with bathing, dressing, undressing, toileting, eating and taking medication.

17 To carry out regular checks throughout the night to those residents identified as benefiting from those arrangements.

18 To answer emergency calls, carrying out such action as is required, and where necessary, seeking assistance and guidance from the senior member of staff on duty.

19 To undertake domestic duties as directed by the Scheme Manager.

20 To be familiar with the care practices and policies of the scheme ensuring that work during the night period is consistent with these.

21 To take part in staff meetings and training, as required by FOLD.

22 To carry out regular checks throughout the night duty period on the building, with particular reference to security of premises and fire precautions.

23 To ensure staff keep a safe environment around their work area, to report maintenance problems swiftly and to ensure their behaviour and actions do not endanger people or property

FOLD has carried out a risk assessment into the duties performed by a Care Assistant and as such deems this post to be unsuitable for persons under the age of 18.

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 HOUSING ASSOCIATION

CARE ASSISTANT

## JOB SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERIA** | Essential | Desirable |
| **1.0** | EXPERIENCE AND EDUCATION |  |  |
| **1.1** | Good general level of education to Leaving Certificate standard | P |  |
| **1.2** | Recognised Caring qualification eg FETAC Level 5 or NCVA Level 2 |  | P |
| **1.3** | Experience of working with the elderly in a residential setting | P |  |
| **2.0** | **SKILLS AND ABILITIES** |  |  |
| **2.1** | Good communication skills – oral and written | P |  |
| **2.2** | Experience of personal hygiene tasks | P |  |
| **3.0** | **SPECIALIST KNOWLEDGE** |  |  |
| **3.1** | Awareness and understanding of the care needs of older people | P |  |
| **3.2** | Awareness and understanding of care planning | P |  |
| **3.3** | Knowledge of Key Worker system | P |  |
| **3.4** | Awareness of requirements of Registration and Inspection |  | P |
| **3.5** | Knowledge of EMI |  | P |
| **3.6** | Awareness of Health and Safety Issues |  | P |
| **3.7** | Knowledge of the custody and control of medication |  | P |
| **4.0** | **PERSONAL QUALITIES** |  |  |
| **4.1** | Ability to tolerate stressful situations | P |  |
| **4.2** | Confident | P |  |
| **4.3** | Honesty | P |  |
| **4.4** | Assertive | P |  |
| **4.5** | Sensitive | P |  |
| **4.6** | Empathy | P |  |
| **4.7** | Confidentially | P |  |
| **4.8** | Warmth | P |  |
| **4.9** | Compassionate | P |  |
| **4.10** | Outgoing | P |  |
| **5.0** | **OTHER** |  |  |
| **5.1** | Applications only accepted from over 18 year olds | P |  |