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| **Our Ref** | **SCW.FH.0622** |
| **Closing Date** | **17.00 on 20th June 2022** |
| **Term** | **Permanent Contract** |
| **Based At** | **Anam Cara Housing with Care, St Canices Road, Ballygall, Dublin 11** |

**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 highly motivated individual to join our Housing with Care teams, to provide care and support to our residents. The primary function of the position is to assist with specific duties delegated by the manager in achieving high professional standards of care in accordance with FOLD's philosophy for Housing-with-Care.

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:

**Senior Care Worker.**

**Location:** Anam Cara Housing with Care, St Canices Road, Ballygall, Dublin 11

**Ref:** SCW.FH.0622

**Hours:**  40 hours per week

**Salary:** €34,073 - €40,045 per annum

**Additional Benefits**: Company pension scheme, 22 days paid annual leave (pro rata for part time staff), free car parking, Death in Service benefit, paid sick and maternity leave.

**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 SCW.FH.0622**

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 **17.00 on 20th June 2022.**

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| **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 2 – Education/Qualifications**

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

|  |  |  |
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| **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:** | |  | | | |  |

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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:** |  |

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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.

|  |  |
| --- | --- |
| **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.

**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** | **IrishJobs.ie** |
| **Activelink** | **Social media \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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:** | Senior Care Worker |
|  | |
| **Department:** | Care Services |
|  | |
| **Responsible to:** | Scheme Manager |
|  | |
| **Job Purpose:** | 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.

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**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 |  |  |