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| Camphill  Communities  of Ireland | **The Bridge Community**  **Main Street, Kilcullen**  **Co. Kildare, Ireland** | **Tel. 045 - 481597**  **Fax: 045 - 482962**  **Website:** [**www.camphill.ie**](http://www.camphill.ie/)  **E-Mail:** [**thebridge@camphill.ie**](mailto:thebridge@camphill.ie) | Member of the Association of Camphill Communities of Great Britain and Ireland |

Job Description for Homemaking Workshop Coordinator

# Background to the post:

Camphill Communities of Ireland (CCoI) works to create sustainable intentional communities where children and adults of all abilities, many with special needs, can live learn and work with others in healthy social relationships based on mutual care and respect.

## Job title: Homemaker / Special needs job coach

## Reports to: House Coordinator / Person in Charge (Social Care Manager)

# Job Purpose & Role

Effective homemaking in one of our Residential Houses through the tasks set out below, by supporting and working within the ethos of the Bridge Community in working with people with special needs, co-workers and employees. Providing meaningful work for people according to their ability and encouraging the group to develop skills and provide possibilities to learn and grow in valued social roles.

# Core Duties and Responsibilities

# Meeting the personal care and welfare needs of people with special needs and supporting people to achieve positive outcomes:

* Planning the work of people with special needs, identifying the best activity and approach for each person.
* Teaching of necessary skills in whatever small steps and partial tasks (i.e. preparing food preparation, cooking, baking, cleaning etc)
* Assisting people with special needs in their work wherever necessary and overseeing / supervising their tasks once they can work independently,
* Providing guidance - motivating, developing, and directing people as they work
* Making sure that people with special needs are constructively engaged emotionally supported and sufficiently challenged and progressing, as well as supported to work as independently as possible.
* Assisting people with personal care as directed by the house coordinator.
* Help to maintain health and wellbeing of individuals living and working in the house.
* Ensuring a healthy and nutritious diet is offered that takes individual needs and choice into account

# Development and maintenance of up to date residents’ records:

* Work in conjunction with individual plans and aims for each individual in the workshop.
* Be involved in reviews and support meetings in conjunction with our social worker and other individuals supporting residents.
* Maintain the workshop diary and any other records on a daily or weekly basis.

# Working with and supporting a team of volunteers and employees:

* To create a good working environment and a group dynamic that enables each worker to benefit from their time in the workshop.
* Motivate, direct and develop people in your team.
* Supervise punctuality and quality of work.
* Train and induct new team members and volunteers
* Ensure that the timetabling roster is adhered to and inform the relevant people of absences.
* Negotiate holidays to minimise disruption to the smooth and safe running of the workshop.

# Liaising with Management

* To work under limited supervision following standardised practices and/or methods, providing information and advising others and reporting to management team.
* To notify the Management group or their nominated person of any behaviour that causes concern.
* To attend any routine or other appropriate staff and team meetings as required

# Working to best practise guidelines, standards and policies

* Maintain a good knowledge of policies and guidelines of Camphill Communities of Ireland
* Ensure that everyone in the workshop knows where policies can be found and that all members of staff know who to bring issues of concerns to, who to report accidents /incidents or complaints to.
* Ensure that Safeguarding of vulnerable adults is a priority and report any concerns in this area

# Health & Safety / Food safety

* To maintain Health and Safety and food safety standards within the workshop.
* To have ready the materials, resources and expertise required for the project / activity.
* Ensure that all equipment in the workshop is safe, clean and in good working order.

# Homemaking as an inclusive activity

The house is usually used as a workshop in the morning time in order to create a home and take on all the various tasks that are a part of that. This is an inclusive activity that should empower people with special needs to develop and maintain skills such as cooking, cleaning, baking and washing.

It is run as a team that tries to build on people’s strengths and abilities and gives people the possibility to make a real contribution to the community.

Creating a Home

Key aspects

* Nutritious Food & Meals
* Creating Order and Hygiene
* Creating Beauty
* Building the Social Fabric – A culture of interest and responsibility
* Enabling and Facilitating Activity – The home as a Foundation of Personal Development

# Aims

The aim of the workshop is to

* Make food for the house
* Keep the house tidy, clean and comfortable.
* Work together with people with special needs and involve them as much as possible.
* Identify skills, find suitable tasks for people, that they can do and where they might be able to learn something new.
* Give choices to people and allow them to influence the workshop and decide what they would like to do

# Supporting the Ethos of the Bridge Community

* To keep in mind that we try to use organic and wholesome ingredients in our food and serve our food as fresh as possible (not from frozen if avoidable)
* That we try to work as a team and cover for each other wherever possible when there is a shortfall of people or other emergencies.
* Helping to create a therapeutic environment (not too noisy, blaring music, messy, disorganised or chaotic)
* Help to uphold a work ethic that gives the people with special needs a sense of purpose, this includes timekeeping
* Have concern for the environment

# Training and Personal development

* Engage with supervision and personal development
* Attend training and learning opportunities offered internally and externally
* Update and maintain knowledge of best practise in the field and any regulatory requirements relevant to the role

This job might include work in different areas depending on staffing need and experience of the applicant, and could involve a different work area in the morning time, over lunch or in the afternoon, as well as Saturdays. We are aware that few people will have experience or training in all tasks and areas, however induction and training are available and a willingness to be flexible, learn and seek advice will be essential, undertaking other reasonable comparable duties as requested by the management group.

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of other individuals within The Bridge Community.

The responsibilities of the post may change in line with continuous improvements as The Bridge Community aims to meet its vision and best respond to the needs of individuals accessing our services.

**We offer continuous care and welfare support, 365 days per year to the people who live in Camphill Communities. Arrangements for working hours will be agreed with individual employees based on the care and welfare needs of residents, and this may be subject to change.**

**Signed for and on behalf of Camphill Community, Camphill Communities of Ireland**

**Signature of Authorised Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Name of Authorised Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I accept employment on the Job Description outlined in this contract**

**Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Camphill Communities of Ireland is an Equal Opportunities Employer**

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|  | | **Person Specification for Homemaker Role** | | | |  |
| Competences | Essential | | Desirable | Short-listing | Interview |  |
| Qualifications | * Good general educational background | | Fetac level 5 or higher in health and social care, job coaching, training or similar field   * Train The Trainer * Commitment to work towards advancing learning in Health & Social Care | ✓ |  | Application Form & Verification of  Qualifications/ Certificates |
| * Holds a clean driving licence | |  | ✓ |  |  |
| Relevant Experience | * A minimum of 2 years’ experience in working with people with disabilities in a social care setting, day service or training environment * Experience of creating and managing a home. * Experience of housework tasks such as cleaning, cooking and laundry and maintaining a house in good repair. | | * Coaching Experience * Experience in Supervising and training staff * Experience in managing people and coordinating resources, incl. coordination of work schedules | ✓ | ✓ | Application Form & Interview |
| Skills | * Display an ability to shift lead and motivate a team, made up of people with special needs, volunteers, and peer co-workers, in a positive, assertive and sensitive manner. * Have an ability to plan and organise * Effective communication skills * Ability to work as part of a team * Maintaining confidentiality * Ability to work under pressure and problem-solve * Ability to consult with senior co-workers / supervisors. * Willingness to learning new skills and undertake mandatory training * Willingness to partake in personal development and supervision * Getting members of a group to work together to accomplish tasks. | | * Interest and passion for organic food * Interest in good nutrition and ability to create menus and adapting to people’s special dietary needs * Interest in Camphill and its Ethos * Knowledge of setting aims and goals and evaluating learning outcomes * An interest in engaging with The Bridge Community beyond the confines of the job, for example at festival celebrations | ✓ | ✓ | Application Form, Interview & References |
| Knowledge | * Interest in and understanding of people with special needs * Knowledge of food hygiene/manual handling/health & safety standards and practices. * Confidentiality and duty of care. * Speak and write English fluently. Good numeracy skills. | | * Knowledge and understanding of safeguarding requirements and HIQA standards in residential services | ✓ | ✓ | Application Form, Interview & References |
| Personal Competencies | * Ability to rapidly assimilate the ethos and ideals that underpin an intentional life-sharing community, and uphold the same in the organisations practises. * Resident-focused in your work. * Be able to solve problems and make decisions. * Positivity, Empathy & Understanding * Flexible & Reliable * Be committed to the principles of rights-based, person centred support. * Respectful & non discriminatory * Physically fit and able to undertake safe manual handling practices | | * Perseverance & Motivation * Hobbies, interests, sports and other activity-based skills that can be shared * Openness to a variety of therapeutic models including holistic complementary therapies | ✓ | ✓ | Application Form, Interview & References |
| Additional Requirements | * Commitment to work towards Anthroposophical learning.   🡺This post is subject to Garda vetting and enhanced disclosure. | |  |  | ✓ |  |