

JOB DESCRIPTION & RESPONSIBILITIES

Position: Driver/Day Centre Assistant - Keadue Social Services
(please note CSP eligibility requirements below)

Reporting to: Keadue Social Services Centre Manager

Location: St Ronan's Hall, Keadue, Co Roscommon

Keadue Social Services

Keadue Social Services offer a day & activity centre and community food services programme, which services the needs of the older people and adults with disabilities in Keadue and the surrounding areas of North Roscommon and Leitrim.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

Role Overview

The role of Driver/Day Centre Assistant has responsibility for delivery of meals, collection/delivery of customers as required, helping with the daily preparation and serving of dinners at the centre and dining room assistance as required. To also promote the Service where possible with a view to its development and sustainability going forward.

Your principal duties & responsibilities will be:

Driver

- To drive the Keadue Social Services vehicles in accordance with legal requirements and procedures on meal delivery, shopping and any other business as directed
- Liaise with the Manager regarding the vehicle schedules
- Perform daily safety and maintenance checks of vehicles
- Always clean the vehicles after use or prior to next use
- Ensure the vehicles are safely and securely parked and stored
- Advise the Manager of any requirements for maintenance or repairs
- To communicate with customers in a clear and concise and polite manner and to ensure they are respected and made to feel welcome
- To ensure customers with special needs are given every assistance and attention
- To report any incident that involves injury/ damage to any service user, passenger, pedestrians, staff member or third-party immediately to the Manager
- To carry out driving duties safely and be fully conversant with the duty of employees under the Health & Safety legislation

Day Centre Assistant

- To ensure prompt and accurate completion of all appropriate reports
- Assist with keeping the kitchen and dining room clean and tidy at all times
- Any other duties that may be assigned from time to time or as the programme evolves

- Undertake any other duties as required in order to keep the facility running smoothly
- Provide cover as required for staff across the Service
- Carry out all duties in accordance with the agreed policies and procedures of Roscommon LEADER Partnership
- To be familiar with the requirements of the Safety, Health at Work Act 2005
- Be aware of and promote Fire Safety rules and regulations
- Attendance of any training course required by management

CONFIDENTIALITY OF THE SERVICE USERS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES

Experience required

- **A full clean Driving Licence is essential**
- D1 category Driving Licence is desirable but not essential
- Experience of working with older people is desirable but not essential
- Experience of working in a food environment is desirable but not essential
- Good spoken English
- Applicants must meet the CSP eligibility criteria (please note CSP eligibility requirements below)

Skills/Knowledge required

- Highly organized
- Excellent written and oral communication skills
- Health & Safety knowledge
- Ability to work as part of a team as well as on own initiative
- Garda vetting and satisfactory references are essential

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of RIDC's operations and needs of the services.



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



CSP EMPLOYMENT ELIGIBILITY

CSP supports the employment of individuals, who have previously been unemployed, in delivering the community service. We particularly welcome applications from applicants who qualify in the following categories which are outlined below (a-f):

- a. Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF).
- b. Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit.
- c. Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit.
- d. Stabilised and recovering drug miss-users.
- e. People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- f. Ex-prisoners.

Please note the following applies:

- We are aiming for 100% recruitment from the above employment categories above (a – f), however we have to ensure that we satisfy the 70% criterion relating to FTEs (i.e. overall hours) rather than head count of employees from the above categories with the remaining 30% of employees may be recruited from the active labour market, i.e. people already in employment.
- Individuals in CSP supported worker posts may retain entitlement to secondary welfare benefits, as determined by the DSP. Individuals entering CSP supported posts are not entitled to Back to Work Allowance, but they are entitled to this allowance on moving on from a CSP supported post to mainstream employment in the labour market.
- The following Employment exclusions apply:
 - An individual occupying a CSP supported post may not also hold a Tús, CE or RSS placement, or vice versa.
 - Individuals who have reached their 66th birthday and qualify for the state pension may not hold a CSP supported post (worker or manager post). The employer has the right to continue employing that person after their 66th birthday from their own funds.
 - While the employer determines the hours of the CSP supported employees, a FTE allocation is not intended to be deployed solely as seasonal or very low hour's staff; for example, the deployment of 2 FTES as 16 part-time staff is not acceptable.
- We are required to obtain evidence of eligibility for each person in a CSP supported post and to retain this on the successful applicant's individual's employment file. The CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DSP, and retained by the employer for each employee under all employment categories except:
 - Workers employed under the former Social Economy programme as long as the employer can evidence their continuing employment since 2005.
 - Recovering drug miss-users and ex-prisoners (requires a letter of referral from e.g. probation officer, drug task force or other specialist agency)
 - A P45 from Pobal in relation to former Tús participants or from the CE sponsor group in the case of Community Employment.