



## **JOB DESCRIPTION**

**Job Title: Adult Support Worker - Maternity Leave - 35 hours per week**

### **Job Outline**

ACET (AIDS Care Education and Training) Ireland is a Faith-Based Christian response to HIV in Ireland, operating a range of projects in the area of HIV and related issues. Our Care Project provides consistent care and support to people living with and affected by HIV and related issues, much of which operates in communities significantly affected by addiction and drug & alcohol use. Services are structured on a client centred model of care and are available free of charge. Many client families require long-term support, as often there are a number of family members in the one household living with HIV. The range of services include: Home Care; Practical Care; Emotional Support; Bereavement Support Groups, Personal Development Groups; Respite activities and Family Therapy.

The Adult Support Worker is responsible for the co-ordination and delivery of supports to Adults and works alongside the Family & Youth Support Co-ordinator and the rest of the Core Team.

### **Main Responsibilities:**

The Adult Support Worker will be responsible for the following duties:

1. Provide direct practical support to adults within ACET's client families either in the home or other local setting.
2. Through care planning:
  - assist with the facilitation of education around health management.
  - promote self-care and relevant resources to cope.
  - provide emotional support in relation to bereavement, isolation, stigma, family dynamics, HIV disclosure and addiction.
3. Liaise closely with the Care team and attend weekly team meetings.
4. Develop and maintain ways for evaluating the impact of the Adult Support work.
5. Liaise with professionals and promote advocacy across multiple agencies.
6. Perform any other duties in connection with provision of adult care that may be required.
7. Participate in ACET's three-level supervision framework including line management, project supervision and therapeutic supervision.
8. Participate in prayer times with ACET Core Team.

### **Scale and Impact**

The Adult Support Worker will be responsible for the services to adults and will be supported and supervised by the CEO or designated Manager.

### **Discretion to act**

The post-holder will have control over the day-to-day operation of supports to adults within the community.

### **Environment**

The post-holder will be based at the offices of ACET in Dublin City Centre with most of the activities taking place in the communities in the Greater Dublin Area, although predominantly in the North Inner City. While the programme operates largely during normal working hours some evening work will be necessary, for which time-off in lieu will be given in line with ACET's Time-in-Lieu Policy. Family events will occasionally be held on Saturdays or Sundays and participation in one or two residential activities annually can be expected. The Post Holder is also expected to attend one or two ACET events annually. On occasions it may be possible to work from a home office.

### **Relationships**

The post-holder will be directly responsible to, supported and managed by the ACET CEO or designated Manager.

## **PERSON SPECIFICATION**

### **1 Qualifications**

The post-holder will have a third level qualification (or equivalent) in the area of youth/community work, family therapy, education, social sciences or other relevant field. They will also have a current clean full driving licence and the use of a car.

### **2 Experience**

The post-holder will have had a minimum of the equivalent of two years experience of working with adults and families in a similar setting to that in which ACET operates.

### **3 Abilities and Skills**

*The post-holder will:*

- be able to develop and maintain effective relationships of mutual trust with adults in the community.
- have a good understanding of the education and development needs of adults.
- be able to work with individuals and families in setting personal goals within care planning procedures.

- be able to establish needs and deliver appropriate responses for families under stress.
- be able to plan and organise parent and family events.
- be able to work in partnership with the Core Team.
- be able to evaluate and record developmental outcomes for adult participants and record these in report format.
- have good administrative skills and be able to ensure that the project operates within agreed financial budgets.

#### **4 Personal**

The post-holder will be expected to have a strong commitment to the Christian aims and ethos of ACET, which can be applied, to the delivery and development of supports to adults. The person will be expected to try to ensure that the Christian vision of ACET is a natural part of the life and work of the Core Team. This is an occupational requirement of this post with regard to ACET's ethos.