

Role Profile

Common Points for all Roles

Specific role profiles have been developed for each role in Cork Simon Community which outline the objective, key tasks, performance indicators and skills required. Cork Simon Community requires that any person who wishes to work, in any capacity, within the Community should also know and observe Cork Simon's values and practice including:

- Attend and be punctual when scheduled for attendance.
- Be flexible in providing cover in other community projects when the need arises.
- Attend and participate in training.
- Attend and participate in team and Community meetings.
- Understand and observe health and safety standards and practices.
- Maintain good self-care and manage your time well.
- Adhere to boundaries, respect confidentiality etc.
- Maintain professional and ethical standards of practice.
- Be empathetic when dealing with people in personal crisis.
- Encourage Community members to participate in the Community.
- Understand the empowerment model and implement it.
- Participate in the development and implementation of best practice community policy, practices and procedures.
- Promote equal opportunity policies.

Role title: CE Maintenance Assistant

Location: Cork Simon Community's various houses/buildings in Cork city

Objective: To assist in maintaining the physical fabric of Cork Simon Community's premises in a good state of repair and decoration.

Key Tasks:

Maintenance

- Maintain standards by way of maintenance, repair, painting & décor of interiors of Cork Simon properties.
- Repairs to doors, door locks, glazed panels and other fittings etc., as required
- General repairs including minor repairs to furniture items etc.
- The removal of graffiti, restoration of paint-work and cleaning of windows
- Estimating of appropriate quantities of materials, supplies and equipment required
- Preventative maintenance and monitoring of the physical environment to ensure repair and maintenance is carried out when required
- Reporting of repairs that cannot be carried out by, or, are not to be undertaken by the Property Maintenance Co-ordinator. Such repairs are to be reported to the supervisor
- Ensure that all materials, substances and equipment are used only for the purpose intended
- Clean and maintain all equipment used and maintain a clean and tidy work area

Gardening:

- Grass cutting and hedge cutting in the Cork Simon locations
- Maintenance of flower beds, weeding etc.
- Clean and maintain all equipment used and maintain a clean and tidy work area

Team work

- Work as part of the Cork Simon maintenance team
- Work within best practice guidelines
- Work co-operatively with other staff to ensure support for residents and colleagues
- Attend all required and recommended training

- Carry out any other appropriate work as requested by the supervisor

Health & Safety

- Staff must make themselves aware of health & safety policies affecting the workplace and to conform to regulations regarding safe practices and the use of safety equipment.
- Comply with no smoking rules, use of protective clothing, glasses, gloves or footwear etc. where deemed necessary by Cork Simon Community.
- Comply with all health & safety standards and work with due regard their own safety and the safety of others.
- Participate in courses pertaining to health & safety and manual handling.
- All staff issued with uniforms must wear these when on duty.

Fire Safety

- Be responsible for your own safety and security and that of residents when working in an area where residents may be present.
- Participate in regular fire drills and be fully aware of evacuation plans, positioning of fire-fighting equipment, etc.
- Be responsible to ensure that fire and safety equipment is in good working order and to make the Team Leader aware of any repairs and/or replacement needed for such equipment.

CE Scheme

- Co-operate with, and accept the direction of the CE Supervisor on all matters relating to the CE Scheme
- Adhere to all CE regulations outlined by the Department of Social Protection (DSP)
- Meet with DSP officers as required

Learning & Development

- Participate in the quarterly review process and the implementation of the Individual Learning Plan (ILP) as agreed with the CE Supervisor
- Participate in all priority training and follow up refresher courses
- Participate in all other training opportunities as agreed with the CE Supervisor
- Participate in external work placements as per CE requirements

Key Performance Indicators

Maintenance:

- Quality & standard of maintenance work carried out
- Fire, Health, Hygiene and Safety procedures followed

Residents:

- Resident feedback

Team:

- Effective teamwork in team and community
- Implementation of Individual Learning Plan as agreed with CE Supervisor

Skills

Maintenance:

- General maintenance skills
- Use of tools and hand-held power tools and equipment
- Problem solving
- Flexibility and initiative
- Manual handling

Residents:

- Good interpersonal skills and ability to interact comfortably with residents

Supervisor(s): Property Maintenance Co-ordinator (Operational matters)
CE Supervisor (CE Programme and Training)

PERSONAL SPECIFICATION CE Maintenance Assistant

Specification	Essential	Desirable
Knowledge	<input type="checkbox"/> General property maintenance & repair	<input type="checkbox"/> Health and Safety Legislation/Practice Training
	<input type="checkbox"/> Manual Handling & safety training	<input type="checkbox"/> Knowledge of Homelessness and Social Deprivation
	<input type="checkbox"/> Working with lawnmower and hedge cutters/trimmers	
	<input type="checkbox"/> Health and Safety Requirements – good knowledge	
	<input type="checkbox"/> Confidentiality	
Skills and Ability	<input type="checkbox"/> Commitment to working to high standards	
	<input type="checkbox"/> Problem solving/decision making within team	
	<input type="checkbox"/> Dealing respectfully with residents	
	<input type="checkbox"/> Maintain safe & tidy working environment	
	<input type="checkbox"/> To be flexible	
	<input type="checkbox"/> To prioritise tasks as necessary	
	<input type="checkbox"/> To work under pressure and to arranged deadlines	
	<input type="checkbox"/> To participate in and contribute to maintenance meetings	
	<input type="checkbox"/> To participate in the supervision process	
	<input type="checkbox"/> To work on own initiative where required	
	<input type="checkbox"/> To work as part of the wider Community team	
	<input type="checkbox"/> To liaise with staff from other projects as necessary	
	<input type="checkbox"/> To participate in relevant training as agreed with supervisor	
	<input type="checkbox"/> Maintain excellent boundaries	
Experience		<input type="checkbox"/> Maintenance & repair training
		<input type="checkbox"/> Voluntary sector organisations
Qualifications/ Training		<input type="checkbox"/> Health & Safety
		<input type="checkbox"/> Manual Handling
Personal Attributes	<input type="checkbox"/> Assured and approachable manner	
	<input type="checkbox"/> Honesty	
	<input type="checkbox"/> Integrity	
	<input type="checkbox"/> Flexible to the working environment	
	<input type="checkbox"/> Sensitivity & non-judgmental	
	<input type="checkbox"/> Motivation & enthusiasm	
	<input type="checkbox"/> Commitment to Social Justice	
	<input type="checkbox"/> Commitment to Volunteerism	

COMMUNITY EMPLOYMENT INFORMATION

<p>Community Employment is an employment programme which helps long-term unemployed people to re-enter the active workforce by breaking their experience of unemployment through a return to work routine. The programme is designed to provide training and work experience to people who are unemployed with the aim of enabling progression into more regular employment. We can provide you with accredited training and development opportunities to help you achieve this aim.</p>	
<p>To participate in the Department of Social Protection (DSP) Community Employment programme, you must:</p> <ul style="list-style-type: none"> • Register at your local Employment Services Office; • Meet certain Eligibility Criteria. 	
<p>Eligibility criteria</p>	<p>The criteria for participating in Community Employment are based on age and length of time in receipt of various social welfare payments. In general, you must be 21 or over and receiving a social welfare payment for 1 year or more. People in receipt of disability-related social welfare payments for 6 months or more and certain groups such as travellers and refugees are eligible for CE from age 18. Participation is limited to 12 months in most cases but further periods are possible and are again dependent on age and the amount of time spent in receipt of a social welfare payment. Please see the DSP website for full information on eligibility and participation in CE www.welfare.ie/en/Pages/Community-Employment-Programme-.aspx or contact your Local Employment Services Office.</p>
<p>JOB TITLE</p>	<p>C.E. Maintenance Assistant</p>
<p>LOCATION</p>	<p>Cork Simon Community's various houses/buildings in Cork City.</p>
<p>HOURS PER WEEK</p>	<p>19.5 hours per week.</p>
<p>HOURS / DAYS PER WEEK</p>	<p>Working hours may include morning and/or afternoon work. The working hours are subject to change.</p>
<p>PAY</p>	<p>To participate in CE you have to give up your social welfare payment, however, participants will retain the same level of income they had on social welfare plus a €22.50 top-up, or a minimum personal rate of €215.50 per week, whichever is the higher of the two. The personal rate applies to a person not currently receiving an adult or child dependent payment from social welfare.</p>
<p>SECONDARY BENEFITS</p>	<p>Participants may retain some secondary benefits, e.g. medical card, fuel allowance. A CE applicant who needs childcare in order to take up a place on CE is eligible to apply for a subsidized CE childcare place. For further details in relation to how CE childcare places are managed please contact Local Employment Services office or click here.</p>
<p>HOLIDAYS</p>	<p>81 hours per 12 month contract</p>