

Dublin Simon Community: Flexi Support Worker (Part Time) - Kildare (<https://www.activelink.ie/node/115747>)



About Us:

At Dublin Simon Community, we're dedicated to making home a reality. We empower individuals to access and sustain housing through services like prevention, addiction treatment, emergency response, and targeted interventions, in collaboration with our partners.

If you share our values and want to make a difference, we'd love to hear from you. We're looking for client-focused, friendly, and adaptable individuals to join our team.

We prioritise best practices in HR, including staff training, communication, and involvement in decision-making, to create a supportive and effective work environment.

About the job

Contract: Part Time Permanent.

Working Hours: 20 hours per week, 7-day liability – Monday to Sunday, Days.

Salary: From €33,500 per year Pro Rata, depending on experience -

Location: Naas (Public transport, free car park).

Flexibility and adaptability are core personality for this role, you must be available to cover a mix of Day shifts and Weekends in the service in Naas.

Your responsibilities

- Support the project/key workers and management in the implementation of operational and strategic goals; including following up on support plan actions, supporting the service user to achieve their goals.
- Building professional relationships of trust with all service users and residents. Treating all service users and residents with dignity and respect.
- Therapeutic and diversionary interventions providing emotional and motivational support, promoting positive mental health attitudes, self-esteem and self-respect.
- Liaise with a range of service providers in the voluntary and public sectors (e.g. housing providers, health care professionals & social welfare). Establish and expand the services to meet physical and mental health needs.
- Deliver the personal, professional, and social development programme.
- Assistance in managing medication/health regimes, accessing primary and secondary healthcare, liaising with GP and Pharmacists, methadone providers, arranging doctor's/healthcare appointments and accompanying them to appointments.
- Process all incoming enquiries and referrals to accommodation of service users.
- Support service users to liaise with landlords and facilitate when moving location.
- Conduct harm reduction interventions; overdose prevention, stabilisation.
- Completion of daily duties which may include assisting clients and supporting them around their mental and physical health, addiction issues, ensuring that physical needs such as bathing and washing clothing are carried out and general upkeep of building by cleaning.
- Support the safe and healthy functioning of each building to ensure the safety of and the service users/residents in that building, procedures relating to fire safety, hazard management, building checks, sharps disposal, and management of challenging behaviour.
- Managing complex and challenging behaviour and conflict management and ensuring residents adhere to accommodation agreements.

- To carry out all administrative duties such as: managing petty cash, record keeping (electronic), record keeping (paper), filing, answering queries via phone.
- Ensure consistent handovers, diary, incident reports, and follow-ups, in accordance with organisation policies.
- Ensure services and projects are compliant with organisational policies, procedures, and guidelines in the following areas: Fire Safety, Confidentiality, Child Protection, Data Protection, Admissions, Case Management, and Disengagement, etc.
- Undertake other related duties as may reasonably be assigned by your line manager.

Essential for the role:

- Level 6,7 or 8 in a relevant field with 6 months experience in similar setting (including voluntary work and college placement)
Or
- Level 5 in relevant field with 12 months experience in similar setting (including voluntary work and college placement)
- A Passion for helping people.
- Flexibility to work in an agile environment.
- Willingness to learn.
- Experience in carrying out Health & Safety inspections and audits.

Benefits to working with Dublin Simon Community:

- 25 days annual leave
- 5% matched contribution to your pension
- Paid Sick Leave Policy
- Paid Maternity Leave Policy
- Bike to Work Scheme
- Commuter Travel Tax Savers Ticket
- 1st-week Comprehensive Training
- Progression Opportunities

Shortlisting will be in progress throughout the period that the vacancy is live, so you may be called for interview and/or the vacancy may be filled before the closing date.

Apply for the position (<https://dubsimon.jobs.people-first.com/jobs/details/recruitment%2Fjobdetails%2Fcf166ec8-886f-4688-9471-196ed5a2de00>)

Application due date: 15/06/2025

For queries relating to this position please telephone (01) 635 4860 (Tel:016354860)

Dublin Simon Community is an equal opportunities employer and encourage applications from all qualified individuals.

Region

Naas, Co Kildare

Date Entered/Updated

20th May, 2025

Expiry Date

15th Jun, 2025

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