

Cavan Autism Centre: Personal Assistant x 2 **(<https://www.activelink.ie/node/116377>)**



Role: Personal Assistant x 2

Both Full-Time Positions.

Report to: Manager and Supervisor

As we continue to expand to provide additional services to meet the needs of those we support, we currently have a number of opportunities within our day service.

The Personal Assistant plays a key role in delivering high-quality, person-centred support to autistic adults attending our day service. The purpose of the role is to empower individuals to live fulfilling lives by promoting independence, building on their strengths, and supporting them to engage in meaningful activities both within the service and in the wider community.

Working as part of a supportive team, the Personal Assistant helps create a safe, respectful, and inclusive environment where each person is valued, and their unique needs and preferences are recognised. The role involves providing direct support with daily routines, communication, social interaction, and personal development, while always upholding the dignity, rights, and choices of the individuals we support.

Key Responsibilities:

- Provide respectful and dignified support with personal care routines, where required
- Support individuals to develop and maintain daily living skills such as cooking, cleaning, shopping, money management, and travel training
- Assist individuals in planning and participating in meaningful activities within the day service and the wider community
- Promote independence and self-confidence through consistent, person-centred support
- Implement personalised support plans based on each individual's strengths, needs, preferences, and goals
- Build and maintain positive, professional relationships with families and carers, maintaining regular contact as appropriate
- Liaise effectively with families, carers, and other professionals to ensure continuity and quality of support
- Follow and promote the principles of the New Directions framework, ensuring support is purposeful, person-led, and meaningful
- Contribute to the development, implementation, and regular review of individual support plans
- Maintain accurate daily records, including observations, progress notes, and incident reports
- Work collaboratively with team members and other professionals to ensure holistic and coordinated support
- Promote and maintain a safe, inclusive, and engaging environment at all times
- Uphold safeguarding responsibilities and adhere to all organisational policies and procedures
- Reliability and a flexible approach.
- Ability to conduct oneself in a professional manner throughout the course of one's duties.
- Adherence to Cavan Autism Centre's policies at all times.

The list of key duties is not exhaustive.

We are an inclusive employer and encourage applicants from diverse backgrounds, including those with different abilities.

Essential Criteria:

- Full, clean driving license is essential.
- Third level graduate, Health & Social care or equivalent.
- Additional qualification in supporting adults with Autism or Challenging Behaviour would be desirable.
- Min 2 years+ experience working with adults on the Autism Spectrum.
- Knowledge of Microsoft Word and basic computer skills.

Hours of Work: Monday to Friday – 37.5 hours per week

Salary: Competitive rates that depended on qualifications and experience.

To Apply:

Please send CV to manager@cavanautismetc.ie (<mailto:manager@cavanautismetc.ie>)

A panel may be formed as a result of this campaign.

We may close applications early if we receive a high volume of suitable candidates.

Region

Co Cavan

Date Entered/Updated

23rd Jun, 2025

Expiry Date

7th Jul, 2025

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