

**JOB SPECIFICATION – Relief Social Care Worker, Riverview**

**Job Title:** Relief Social Care Worker, Riverview

**Reports to:** Manager and Deputy Manager Riverview

**Date:** August 2025

**Introduction:**

Riverview, Good Shepherd Cork (GSC), provides residential care for teenage girls (16 – 18 years) who are out of home or transitioning from another care setting. Our aim is to provide a residential setting wherein the girls live, are cared for, supported and valued in a manner that underpins their healthy development. Young people are supported to engage with services to address these needs. We utilise the most effective approaches and strategies that reduce risk and build resilience for young people in our care.

**Job Purpose Statement:**

To meet the needs of the residents by providing a caring service and working in collaboration with other staff members, professionals and family involved in their welfare. They will work from a child centred approach, guided by current legislation, best practise policies and procedures.

This position will involve working relief hours. Some flexibility will be required around working hours which will incorporate shift work, overnights and weekend work.

**Specific Responsibilities:**

* Respond to the needs of the young people in our Service at all times.
* Contribute to the promotion, creation and maintenance of a welcoming and caring environment and to a high standard of care practice throughout Riverview.
* To build relationships with service users offering support and guidance through key-working.
* To support care staff in implementing agreed care plans with service users.
* To ensure the unit operates regarding Good Shepherd Cork ethos.
* Ensure compliance with Riverview’s policies and procedures.
* To ensure all information regarding service users is maintained in the strictest confidence in accordance with the principles of professional ethics.
* To liaise with other individuals and agencies to facilitate access for the residents to required supports and services.
* Co-operate with the Manager and Deputy Manager in the arrangement of duty rosters, sleep-in duty and planning for residents.
* To keep the Manager informed of all matters relating to the resident’s welfare through regular reports and oral communication.
* To attend supervision.
* Undertake the care and supervision of residents in the house at all times.
* Attend staff meetings and other relevant meetings.
* Adhere to Health and Safety Policy at all times.
* Ensure that policies governing child protection are adhered to.
* Report and record any incidents or complaints, however minor.
* To fulfil general housekeeping duties and to ensure that the house is maintained at a high level of cleanliness and hygiene.
* To report maintenance problems to relevant staff and where possible to resolve same.
* To be alert to any possible danger, either from defects in premises or equipment and to bring these to the attention of the Manager.
* Ensuring that all petty cash monies are satisfactorily accounted for.
* Ensure that all medication is dispensed in line with Tusla Medication Policy and recorded accurately.
* Participate in staff training and development initiatives.

**General**

* Other duties and responsibilities as may be assigned from time to time.

**Key Requirements and attributes:**

* Hold a recognised professional qualification in social care or related field.
* Strong decision-making ability.
* Excellent interpersonal and team working skills.
* Professional, caring and empathetic approach to working with vulnerable teenagers.
* Commitment to the ethos, mission and values of Good Shepherd Cork.

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