



DAUGHTERS OF CHARITY
Disability Support Services
Job Specification

Job Title: Healthcare Assistant

Start Date: A start date will be proposed at a later stage.

Location of the post: This post is located withing Daughters of Charity Disability Support Services.

There are currently part-time and whole-time permanent vacancies located in St. Joseph's Clonsilla.

The location of these post may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Services, St. Joseph's Clonsilla.

Reporting Relationship: Through Senior Nursing Personnel to Service Manager

Remuneration: The Salary scale for the post is 1/10/2020

Working Week: The standard working week applying to the post is to be confirmed at Job Offer Stage.

Eligibility Criteria:

Applicants:

Have successfully completed a FETAC/QQI Level 5 in Healthcare

AND

Previous experience in a caring/support/ monitoring role working with intellectual and physical disabilities.

AND

Have experience in Autism and Mental Health or have a keen interest and willingness to learn.

AND

Is the holder of a full driving licence from the National Driving Licence Service (NDLS) (Category B).

Details of Service:

St Joseph's is located in Clonsilla and provides a range of services people with moderate, severe or profound intellectual disability. The center has developed a range of services offered. Each residence aims to ensure that a person centered, age-appropriate care is provided for each of the service users whom St. Joseph's is home. Staff are supported by a strong management team who support and listen to frontline staff.

St. Joseph's provides:

- A home where independence and choice and decision making are promoted.
- An atmosphere which is warm, friendly and relaxed and where respect, dignity and confidentiality are evident.
- A Service User centered high quality care delivered with consideration and professionalism by valued and dedicated keyworkers, whilst ensuring excellence and accountability that is Service User focused holistic care based on the best evidence available to use.
- An environment which actively promotes collaboration with family, friends and volunteers.
- Opportunities for the ladies to experience everyday living through community integration.
- Opportunities for activities the ladies enjoy.
- A learning environment for support workers that are committed to professional development.
- An environment that promotes opportunities for prayer, discussion and reflection in a quiet peaceful area.

Sonas Project:

The Sonas Project consists of six specially designed bungalows providing thirty six private bedrooms. Each building is specifically designed to meet the needs of the individuals residing in them. The high standard of design and attention to detail and level of care has led Sonas

Project to receiving both Building Project of the Tear and also Specialist Care Centre of the Year in the Irish Health Care Awards 2014.

CARA Residential Services

CARA Residential Services consists of three renovated bungalows. These bungalows are nurse led and along with the support of care staff, multi-disciplinary team and palliative care team, each service user is guaranteed high quality support. All three bungalows offer activities and services to reflect the needs of the service users. CARA Residential Services offers staff the opportunity to become immersed in different working environments with specialise in gerontology, autism/behavior, and mental health.

Grange Apartments

Grange Apartments is a unique service that supports six individuals. These apartments were designed specifically for the needs of the individual service users. Grange Apartments provides a supportive low arousal approach to service users whom have a diagnosis of mild-moderate Autism and/or mental health.

The Special Dementia Unit

The Special Dementia Unit consists of two modern home settings, both designed to cater for individual needs of a resident within an Intellectual Disability and a diagnosis of dementia. The Special Dementia Unit holds bright sensory gardens with water features and vegetable gardens. This unit provides an a tranquil aspect of your working day where nature becomes part of a suit of alternative approaches to caring for the individual.

All staff are supported by a dynamic, experienced team where individuals are encouraged to bring their own unique set of skills to the working day. Staff are trained in Specialist Dementia Care and Palliative Care and are encouraged to continue to develop their skill sets and competencies in the area.

Woodview

Woodview Residential Centre consists of three areas and is home to service users ranging from 54-87 years. The needs of the residents range from low support to high support. Woodview focuses on the older person and supporting them prior and during their retirement years. Residents are encouraged to engage in and access their local community.

DUTIES AND RESPONSIBILITIES

1. Ensure the highest standard of care and support in respect of the physical, psychological, emotional well-being each service user. An environment is created that is conducive to their well being. Maintaining the highest standards of professional care and safety in the home/area.
2. Ensure each service user is treated with dignity and respect and that their person centred plans are implemented ensuring outcomes are documented and measured
3. Promote self development, independence and individuality of each service user.
4. Ensure that service users are treated in a manner appropriate to their age and gender and that this is reflected in their manner of dress, activities and social contacts.

5. Ensure that any relevant change in a service user's physical or behaviour pattern is brought to the attention of the manager and relevant reports are completed.
6. Maintaining good order and organisation in the house/area at all times especially in housekeeping, cleanliness and hygiene.
7. Integrating service users as far as possible into the local community. Promoting good relationships with neighbours and the general public.
8. Ensure participation in religious/liturgical programmes in accordance with the ethos of the Daughters of Charity.
9. Encourage and participate, where appropriate with service users in social educational and recreational activities within the local community. Participating in holidays with service users.as required
10. Ensure that good quality food is prepared and encourage service users to help in the preparation and serving of meals where appropriate.
11. Support when necessary, service users who exhibit behaviours that challenge, or who have seizures or other conditions. Participating as requested in monitoring and recording that may be necessary.
12. Attending relevant service user meetings as directed by the Manager
13. Sharing responsibility for monitoring house supplies equipment and clothing
14. Undertake all aspects of home/area management as directed by the Manager.
15. In the event of being alone in an emergency situation, if trained, administering basic first aid until assistance arrives on the scene as per relevant protocol.
16. Being flexible in working hours to meet the changing needs of service users
17. Ensuring all records including Care Plans, PCP's, individual programmes behaviour interventions are maintained and regularly reviewed to give an accurate update to the relevant staff. Ensuring all records relating to the particular house are kept up to date on occasions care staff may work on their own, and assume responsibility as lead person under the direction of their manager.
18. Being fully aware of and working within, Service Policies and Procedures and local guidelines.
19. Accompanying service users to outside professional appointments as may be requested from time to time. Ensuring full knowledge of relevant aspects of service user prior to appointment.
20. Being fully familiar with emergency procedures and ensure that a safe environment is created for the service users. Ensure the health and safety policy of the service is strictly adhered to.
21. Attending training programmes as may be requested from time to time, including medication management. Involvement in all aspects of service user care, including medication management and recording of same.
22. Accompanying service users to day services and other activities either in service transport or public transport as required.
23. The duties and responsibilities may change due to changing needs of the service users, care staff must be flexible and willing to change and adapt to new interventions.
24. Participate in Service Annual Performance Review System
25. Maintain a high standard of work performance, attendance, appearance and punctuality at all times.
26. Ensure good working relationships are maintained with colleagues.
27. Maintain the highest standards of confidentiality are maintained at all times
28. Any other duties as may be required from time to time.

COMPETENCIES

Quality of Service

- Adopts a person-centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates, and respects the rights of all service users and families.

Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person-centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multitask without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail.

Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships.
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to one's work.
- Understands scope of practice.
- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

Continuous Learning & Development

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on-the-job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self-evaluates own performance to continuously improve personal development.

Organisational Knowledge

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.
- Familiar with professional bodies.
- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT systems.
- Knowledgeable of professional standards, policies and procedures relevant to discipline.

- Understands how own scope of practice fits with the organisation.
- Has the skill set to access computer systems and ability to learn new IT system's

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Service.

Daughters of Charity Disability Support Services
Health Care Assistant Job Specification