



Saint John of God Community Services Liffey Services

Job Description

Post:	Relief Health Care Assistant
Location:	Saint John of God Community Services Clg., Liffey Services
Reporting to:	Programme Manager or any person designated by him/her
Responsible to:	Regional Director

Hospitality, Compassion, Respect

Person Specification:

Qualifications:

- Successfully completed a relevant QQI certificate (formerly FETAC) at level 5 completing a minimum of 8 relevant modules for the Health and Social Care Setting

Experience:

- Minimum of one year's continuous paid employment on a full time basis working with people with intellectual disability.
- Experience working as a designated Key Worker / Co Keyworker

Professional Knowledge

- Excellent communication skills both written and verbal.
- Development and delivery through a person centred/directed approach
- Full clean driving licence.
- Flexible in all aspects of work
- An understanding of the values and ethos of the organisation and a commitment to implementing these.

Duties and Responsibilities

Person Supported/Residents

- Staff establish and maintain relationships with service users based on respect and equality and promote their independence
- General appearance of service users as well as respect for the overall needs, cleanliness, hygiene and standard of assigned area must be considered a priority.
- To implement the Personal Outcome Measures (POMS) process and to ensure Person Centred Plans are developed in consultation with service users, are carefully monitored and reviewed and are available for inspection during reviews.
- To support the Chaplaincy Department to carry out appropriate Pastoral Care Programmes to cater for the spiritual needs of service users, if required.
- To be a proactive advocate and encourage each service user to become a self-advocate.
- To promote and support community involvement for service users.
- To ensure that services users receive the highest standard of support, care, training, education and development in accordance with the Order's policies.
- To actively support and take responsibility for the intimate care needs of each service user as appropriate to their individual needs which may range from supervision/prompting to full supports.
- To participate in meal service and/or to assist with feeding of services users. To assist, if required, with the cooking and preparations of meals and/or special diets.
- To participate in the observation, monitoring and recording of the progress of each service user in line with agreed procedures.
- To act as a key worker/co keyworker for service users as planned /assigned.
- To facilitate the attainment of goals of services users as identified through P.C.P. process.
- To ensure there is adequate security and clear accountability in relation to services users personal belongings and monies.

Communication

- To communicate with and assist parents, families and visitors in a pleasant and professional manner.
- To communicate relevant information (i.e. progress, absenteeism and illness relating to service users) on a daily basis, to the Supervisor.
- To report and record all relevant details of any incidents and accidents of service users/staff/voluntary workers immediately to Supervisor and assist in the prompt investigation of any incidents and accidents (where appropriate). In absence of the immediate Supervisor, contact must be made with the most senior staff on duty.
- To maintaining full and effective communication with the families and all the staff involved in the services users welfare.
- To communicate in an accurate and timely manner all pertinent matters to the relevant persons.

- To maintain records as required, in order to monitor care and progress of service users.
- To develop and maintain sound working relationships with other members of the staff and interdisciplinary team.

Staff

- To be available from time to time outside normal working hours and to perform such other duties appropriate to the post as may from time to time be required by the Director of Services or any other designated person.
- To be flexible and willing to work in various areas of the service as needs arise.
- To attend Probationary Review, Performance Development Review and Supervision meetings as organised by your Supervisor.
- To participate in staff development and in-service training relevant to the post as may be organised from time to time.
- Staff maybe requested at any time to work in another group/area taking into consideration the overall needs of the programme service.
- To comply with dress code regulations at all times.
- To work as a member of the team, in achieving the objectives of the house and the objectives of the Individual Plan for the client.
- To participate in and contribute to Staff Meetings/Service User Reviews as required.

Service

- To ensure that all files are maintained in a professional manner and in keeping with regulations, policies and best practice where appropriate.
- To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in other activities within the service as may be required.
- St John of God Community Services Ltd., Kildare Services is entering a major phase of re-development. Applicants should have a clear understanding that they may change assignment location based on the re-location of services in North Kildare.
- New developments should be in line with the overall Service Strategic Plan and all staff should become familiar with this.
- To assist in maintaining the House/Unit/Facilities/Equipment in a clean and tidy condition, complying at all times with local Policies & Procedures in relation to Health & Safety and Infection Control.

Policies & Procedures

- To respect and operate within the framework of the tradition, character and ethics which govern the work of the Hospitaller Services of St. John of God in conjunction with the philosophy of Personal Outcomes Measures.
- To operate within the St. John of God Core Values of Hospitality, Compassion, Respect, Justice and Excellence and adhere to the standards of the Code of Conduct/Values in Practice of St. John of God Hospitaller Services.

- To adhere to and familiarise yourself with the Order's Personnel Policies and Procedures as laid out in the Order's Employee Welcome Pack.
- To be fully familiar with and adhere to the terms of the Safety, Health and Welfare at Work Act. To report immediately to your supervisor any irregularities relating to your area of work.
- To be familiar with Fire and Safety Regulations within your area and to carry out checks as required.
- To be familiar with and implement the Order's policies and procedures in relation to Safeguarding Vulnerable People.
- To be familiar with the implementation of the safety programme. To be acquainted with the location, procedure and use of emergency equipment.
- Ensure that Quality Standards are met at all times.
- You may be required to attend for an independent medical with a medical practitioner nominated by the Order during any period of absence due to illness or injury.
- To be familiar with H.I.Q.A. Standards and Regulations

This job description will be subject to review in light of experience and/or changing circumstances and will include other duties appropriate to the post as may be reasonably determined by the Director or the designated nominee.

CONFIDENTIALITY

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need to know basis.

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.