

**St Patrick's Centre (Kilkenny) Ltd. Unit 10/11 Danville  
Business Park Kilkenny**

**Job Specification**

<b>Statement of Purpose</b>	<p>St Patricks Community Services will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.</p> <p>St Patrick's Community Services will enable a supported self- directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p>
<b>Job Title and Grade</b>	Health Care Assistant (HCA)
<b>Location</b>	<p>Each post holder will be required to be based within the relevant community location. The exact location will be agreed with the Director of Services in advance of transferring from St. Patrick's Centre or commencing employment in St. Patrick's.</p> <p>You will be employed by St Patrick's Centre Services, which includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service.</p>
<b>Purpose of the Role</b>	<p>The Health Care Assistant works as part of a multidisciplinary team to assist in the provision of health and social care for the people we support. He/she supports and assists people we support in all activities of daily living in line with the needs, will and preference of the individual and as outlined in an agreed care plan.</p> <p>The person appointed to the post should be flexible in their approach to service provision and should have the ability to work as a member of a team. He/she will ensure that the needs of the people we support are being met through professional work practices.</p> <p>You will be required to take an active part in ensuring that day-to-day operations of the Service are in line with policies and procedures.</p>
<b>Reporting Relationship</b>	The HCA is a team member of Community Support Team and reports to the Community Team Leader.
<b>Key Working Relationships</b>	<p>As part of the Community Support Team, the HCA will work and interact with the following:</p> <ul style="list-style-type: none"> <li>• Other Community Team members</li> <li>• Community Team Leader</li> <li>• Community Manager</li> <li>• Multi-Disciplinary Team</li> <li>• Relevant support functions such as HR, Finance, Maintenance, Health &amp; Safety, and Quality etc.</li> </ul>
<b>Principal Duties and Responsibilities</b>	<p>Under the direction of the Community Team Leader, the HCA will provide care according to:</p> <ul style="list-style-type: none"> <li>- Professional Clinical Guidelines</li> <li>- National and regional HSE guidelines</li> </ul>

- Local policies, protocols and guidelines
- Current legislation as it applies to the role

***The Health Care Assistant will:***

- Support people in directing their own lives in accordance to their individual plan (SSDL)
- To promote a home-like atmosphere for people within the community home in a manner which will develop and promote the ability of each person to integrate and be included in local community life.
- To foster, encourage and develop each person's self-care skills, particularly in relation to personal hygiene, health matters and care for their personal appearance.
- In supporting people to access the community, provide transport for the person
- To ensure that the community house and its environment are maintained to acceptable standards.
- To encourage, develop and maintain harmonious neighbourhood relationships and good communications with local residents and community organisations.
- To recognise and develop appropriate channels through which each person of the community home can make a positive contribution to the neighbourhood in which they live.
- To act as a "Key Worker"
- Ensure that all prescribed drugs and treatments are administered to the person, that the required records are kept of same, and that all storage and administration of drugs comply with the Drugs Policy.
- To foster and help maintain good relationships between the person and their own families, and maintain liaison with the family of each person.
- To accompany the person to hospital, clinics or to G.P.'s surgery as appropriate.
- To work the roster which at all times is person driven, this requires flexibility to ensure that the persons needs are met. Sleepover duty will be part of any rostering system.
- Carry out assigned and delegated responsibilities involving direct care and all activities of daily living under the supervision of Shift Leader, e.g. to assist people maintain standards of personal hygiene, laundry, dietary intake, physical, mental health and any other personal needs
- Prepare and serve food as appropriate and carry out household tasks as required
- Contribute constructively to the smooth running of the community home
- Contribute to the development of a multidisciplinary assessment and care plan. Assist in its implementation and evaluation in consultation with the person and family / carer as appropriate
- Contribute to the maintenance and updating of documentation
- Report any incident or potential incident which may compromise the health and safety of people, staff or visitors and take appropriate action
- Maintain and monitor appropriate levels of consumables supplies in the community home where required

	<ul style="list-style-type: none"> <li>• Maintain appropriate records to facilitate the ordering process / enable cost monitoring in line with financial regulations</li> <li>• Support people in line with their money management plans</li> <li>• Attend staff meetings and actively contribute</li> <li>• Ensure the safe use and care of equipment in the community house and to report faulty equipment, etc. should it arise.</li> <li>• Act as an advocate for people we support</li> </ul> <p><b>The above Job Specification is not intended to be a comprehensive list of all duties involved 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 while in office.</b></p>
<p><b>Professional Expectation</b></p>	<p>The HCA must have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.</p> <p>The HCA must not undertake any duty related to people for which he/she is not trained</p> <p>The HCA must be aware of ethical policies and procedures which pertain to his / her area of practice including:</p> <ul style="list-style-type: none"> <li>• Statutory legislation in particular but not exclusively the Health Act 2007</li> <li>• National and St Patrick’s agreed Policies and Codes of Good Practice, including Safeguarding Vulnerable Persons at Risk of Abuse, Confidentiality &amp; Data Protection, Medication Policy</li> <li>• Notification of accidents and other Health and Safety requirements in compliance with St. Patricks instructions</li> <li>• Fire precautions</li> <li>• Health &amp; Safety</li> <li>• Equal Opportunity principles</li> <li>• Attend training as and when required</li> </ul>
<p><b>Qualifications / Experience / Criteria</b></p>	<p><b>Candidates must have:</b></p> <p>A relevant Certificate in healthcare support at FETAC Level 5</p> <p><b>Health</b></p> <p>In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b></p> <p>Each candidate must be of good character and pass Garda vetting</p> <p><b>Desirable</b></p> <p>Full clean drivers licence</p>

<b>Skills, competencies and/or knowledge</b>	<ul style="list-style-type: none"><li>• Strong communication &amp; interpersonal skills</li><li>• Experience in supporting individuals to live a good life</li><li>• Ability to work on own initiative and as part of a team</li><li>• Planning &amp; organisational skills</li><li>• Ability to ensure a safe work environment</li><li>• Basic hygiene and infection control knowledge</li></ul>
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