

Job Description

Job Title:	Personal Assistant (PA) – Adult Services -
Location:	Blackpool & Cork City / County as required
Grade:	HSE consolidated salary scale aligned to Healthcare Support Assistant
Point of Scale:	Dependent on experience basic premia is applied as worked
Hours:	part time , to be confirmed
Reporting to:	Assisted Living Service Co-ordinator
Accountable to:	Service Manager

Overall Purpose of the Post:

The purpose of this post is to provide person centred personal assistance supports for a service user with complex care support needs in their own home.

Key Working Relationships

Cork - CIL believe that strong professional relationships need to be forged and fostered on an on-going basis. These working relationships include:

- The Service User
- Parents and siblings
- CIL Service Co-ordinators
- CIL Manager and other staff
- HSE staff and other service providers

Overview of Areas of Responsibility

The role of the Personal Assistant (PA) is to assist the name service user in aspects of daily living. This assistance will be given in line with an agreed care plan and at the direction of the Leader/Service users parents so that changing needs can be safely met. The service will be provided during days, nights and at weekends

The role of the PA will change to meet the needs of the Service User and as needs change but supports will include assisting with intimate personal care, assisting with eating and drinking, administration of medication, engaging in therapeutic activities, supporting social activities and driving the service user to day services and for social outings. You will be required to prepare meals and provide light domestic support and ensure that all equipment used is clean, safe and in full working order.

Personal Supports

The work of a PA will involve:

- Assisting to maintain personal hygiene
- Continence care
- Assisting with dressing
- Assisting with transfers and positioning
- Assisting with eating and drinking
- Engaging with social / cause & effect play

If specifically requested and following training:

- assisting with bowel management
- administration of medication
- supporting therapeutic physiotherapy programmes

Domestic Support

The work of a PA may, as formally agreed, involve:

- Assisting in the preparation or cooking of food for the Service User
- Some light domestic chores for the Service User
- Supporting the maintenance of specific / specialist equipment used by the Leader/ Service User by identifying reporting any problems
- Provide basic day to day upkeep including cleaning of specific equipment, e.g. wheelchair, hoists, shower chairs etc. and the replacement of batteries
- Strip any bedding as needed and start a wash cycle including Ian's clothes from the night before..
- If requested put out food for the cats

Overnights¹

If working overnights PA will monitor Ian wellbeing and:

- Report all/any concerns to parents
- Speak directly each morning with parent[s] to give full feedback on the night
- Ensure notes are clearly recorded in house

Social Activities

The work of a PA will involve:

- Accompanying to and from day services.
- Supporting the Service User in social activities, play, hobbies etc.
- Assisting with communication

Driving for work

- PA's may be asked to consider using their own car to transport the Service User. This managed in line with Cork CIL Driving for Work Policy and for eligible staff mileage is payable.

¹ PA will need to bring a sleeping bag / duvet for their own personal use

- PA's with the appropriate licence may be required to drive the Service Users/ Family vehicle on their behalf. This is agreed on a case by case basis with the PA and Service Co-ordinator and managed in line with Cork CIL Driving for Work Policy.

Judgement & Evaluation

Under the direction and with the support of the Service Co-ordinators, PA's will be encouraged to reflect on their practice and will be required to evaluate the quality of their service with their Leader

Standards in the Service

Cork -CIL is committed to maintaining and enhancing quality standards in aspects of its Service. Personal Assistants are required to work in line with:

- the Policies and Procedures of Cork CIL
- Follow best practice guidelines such as but not restricted to Health & Safety, Children First Guidelines, Vulnerable Adult Protection Guidelines, Manual Handling Guidelines, Patient Handling Guidelines, Infection Control, Driving for Work Policy, Confidentiality etc.

Professional Development & Team Working

In this role PA's will work alone and as part of a team. All PA's are also part of a wider PA team. Cork CIL will work to support PA's to ensure their professional development.

When requested, PA's will be required to:

- Participate in on-going professional supervision
- Keep abreast of developments in the field and attend relevant training
- Attend and actively contribute to staff meetings
- Participate in Cork - CIL in service training /study days/conferences as required.
- Attendance at training is mandatory and failure to do so may result in disciplinary action

Person Centred Practice

Person-centred practice is service and supports provided by service providers that places the person at the centre of their own care. It is also known as:

- person-centred care
- patient-centred care
- client-centred care

Person-centred practice is treating Service Users as they want to be treated. Cork CIL Service Users are often called Leaders as they 'lead' their own service.

Equal Opportunities Statement

Cork CIL is committed to taking action to develop employment processes which are fair and free from unnecessary bias and services capable of offering sensitive and effective support with due regard to diversity and difference. As such the policy of equal opportunity relates to all present and future employees and to all present and potential users of the service.

DUTY OF CONFIDENTIALITY

The use and sharing of service user personal information forms an essential part of the provision of health and social care. It benefits individual service users, enables health and social services



to function effectively and is often necessary in the public interest. However, the essential nature of such uses needs to be set alongside the expectation service users have that all personal information will be kept confidential.

The relationship between health and social care staff and service users should be one of fidelity and trust. Service users have a tacit understanding that private information will not be used or disclosed without their knowledge and consent. All Cork – CIL staff therefore have strong ethical and legal obligations to protect service user information. The right to confidentiality is guaranteed partly by the Data Protection Act 1998 / 2003 and Freedom of Information Act 1997.

This description is not restrictive and the post holder may be required to carry out other duties as requested by their Service Co-ordinator / Manager .

**Personal Assistant – Adult Services
Person Specification**

Please take the time to read this person specification carefully. These are the criterion that we use to short list applications.

Essential	Highly Desirable
Qualifications:	
<ul style="list-style-type: none"> • Candidates must: possess a good general education • Candidate must possess FETAC Level V Qualification in Health Care Support or equivalent or give evidence of having enrolled on in same • Candidate must be eligible to work in the State • Candidate will be subject to Garda Vetting Process • Each candidate must be under the age of 65 years on the first day of the month in which the latest date for receiving completed applications occurs • Full clean driving licence 	<ul style="list-style-type: none"> • FETAC Level 6 Qualification in Health Care Support or equivalent • Current Manual Handling • Current Patient Handling Certificate • Current Occupational First Aid Certificate • Current MAPA training
Skills	
<ul style="list-style-type: none"> • Excellent communication skills • Required language skills – near fluent in English • Required literacy and numeracy skills – very good • Manual Handling • Patient Handling / Hoist or willingness to train • Ability to work in a highly flexible manner, responding to changing needs 	<ul style="list-style-type: none"> • IT skills - word, excel • ability to provide basic day to day maintenance of equipment e.g. wheelchairs/ Lecky chairs
Experience	
<ul style="list-style-type: none"> • Experience of working in a similar role for a minimum of circa 200 hours direct work practice within the last 3 years • Experience of assisting with personal care and toileting • Ability to demonstrate an understanding of person centred services • Ability to demonstrate an understanding of the impact of disability • Ability to work effectively as part of team and under the direction of a Service Lead and service users parents 	<ul style="list-style-type: none"> • Experience of working with children /adults with primary physical disability • Experience of working with children /adults with intellectual disability physical disability. • Experience of working with elders • Experience of delivering intimate personal care • Experience of assisting with bowel management and bladder management • Experience of working with people with behaviours that challenge