



Job Description

Job Title:	Personal Assistant (PA) – Adult Services - General
Location:	Cork City / County as required
Grade:	Hourly rate¹ Basic (hours before 8pm) €14.05 to €18.18 per hour Anti-social (hours between 8.pm and 12.00 MN) €16.39 to €21.20 per Sun & PH €28.10 to €36.35 per hour
Point of Scale:	Dependent on experience
Hours:	To be confirmed
Reporting to:	Assisted Living Service Co-ordinator
Accountable to:	General Manager

Overall Purpose of the Post:

The purpose of this post is to provide person centred personal assistance at the direction of a Service User/ Leader so that they can exercise choice and control in their daily lives. The role of the PA is tailored to the requirements of the individual Service User and varies from person to person. To achieve maximum independence in all aspects of daily living supports may include one or more of the following areas; personal care social support light domestic assistance travel supports.

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 (also called a Leader in Cork CIL)
- As appropriate and in agreement with the Service User / Leader, their family, friends and advocates
- CIL Service Co-ordinators
- CIL Manager and other staff
- HSE and other service providers

Main Duties & Responsibilities

To provide a full range of supports and assistance as outlines below in line with identified needs and the Cork CIL policies and procedures

Personal Supports

The work of a PA may involve:

- Assisting to maintain personal hygiene
- Assisting with toileting, including catheter care
- Assisting with dressing
- Assisting with transfers and positioning
- Assisting with bowel management [specific training]
- Supporting therapeutic physiotherapy programmes [specific training]

¹ Aligned to HSE consolidated scale 1/8/2020.



Domestic Support

- Shopping , food preparation, light domestic
- Supporting the maintenance of specific / specialist equipment used by the Leader/ Service User by identifying reporting any problems to the Leader

Social Support

- Accompanying to concerts, the cinema, shopping, social venues, supporting a hobby etc
Assisting in travel [taxis, using the bus etc]
- Assisting with communication

Driving for work

- PA's may be asked to consider using their car to transport Services. This is agreed on a case by case basis with the PA and Service Co-ordinator.
- PA's with the appropriate licence may be required to drive the Service Users vehicle on their behalf. This is agreed on a case by case basis with the PA and Service Co-ordinator.

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 and to follow best practice guidelines such as but not restricted to Health & Safety, Safeguarding Vulnerable Adults, Manual Handling Guidelines, Patient Handling Guidelines, Infection Control including Covid-19, Driving for Work Policy, Children First Guidelines, Confidentiality.
- the role of PA with CIL is subject to your agreement to use your personal mobile device for the purpose of remote clocking in and out with CIL service users. It is your responsibility to ensure your phone is compatible with Cork CIL rostering systems.

Professional Development & Team Working

Many PA's work alone however they are 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:

- Maintain close communication with Co-ordinator and admin team
- Participate in on-going professional supervision and attend and actively contribute to staff meetings
- Participate in Cork - CIL in service training /study days/conferences as required.
- Mandatory Online Training including but not restricted to infection prevention control, Covid 19 awareness , Communicating Effectively Through Open Disclosure, Cyber Security, Dignity at Work ,Safeguarding and Children first will be required prior to commencement of employment



Person Centred Practice

Person-centered practice is service and supports provided by service providers that places the person at the centre of their own care. Person-centered 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.

Covid -19

Covid-19 has presented a challenge to all of us and especially in Health and Social care. We assess the risk of all staff workplace activities to manage and reduce that risk.

Covid -19 Vaccination

Covid-19 vaccination is recommended for all staff. Information is available at <https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/> Vaccination remains a personal choice and the vaccination status of both staff and Service user is an important consideration when we assess risk in the workplace and will affect what role an employee may be assigned to

Dual Employment If you are currently working with another organisation and are applying to work with Cork CIL as a second or additional employer please tell us in your application so the risk may be assessed and we can ensure that we support you within the requirements of the Organisation Working Time Act and European Working Time Directive

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**

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"> • Candidate must possess QQI Level V Qualification in Health Care Support or <u>equivalent</u> (e.g. applied social care, nursing PAMs] or evidence of having enrolled on in same and completed two modules • Up to date Manual Handling Patient Handling / Hoist [or willingness to train] • Candidate must be eligible to work in the State • Candidate subject to Garda Vetting Process 	<ul style="list-style-type: none"> • QQI Level 6 Qualification in Health Care Support or <u>equivalent</u> • Current Manual Handling /Patient Handling Certificate • Current Occupational First Aid Certificate • Current MAPA training • Full clean driving licence – highly desirable
Skills	
<ul style="list-style-type: none"> • Demonstrate excellent communication skills • Excellent interpersonal skills with good level of spoken and written English • Ability to work in a highly flexible person-centred manner, responding to changing needs effectively as part of team • Demonstrate an awareness of Safeguarding Vulnerable Adults • High level of confidentiality 	<ul style="list-style-type: none"> • IT skills - word, excel • ability to provide basic day to day maintenance of equipment e.g. wheelchairs/ shower5 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 intimate personal care and toileting • Ability to demonstrate an understanding of the impact of disability 	<ul style="list-style-type: none"> • Experience of working with people with primary physical and or intellectual disability • Experience of working with elder • Experience of working with people with behaviours that challenge