



## Job Description – Personal Assistant (Domiciliary Care Worker)

<b>Job Title:</b>	Personal Assistant (PA)
<b>Location:</b>	Limerick City / County as required
<b>Hours:</b>	To be confirmed
<b>Pay Scale:</b>	€12.50 to €19.00 per hour
<b>Reporting to:</b>	Service Co-ordinator
<b>Accountable to:</b>	Service Manager and Manager

### Overall Purpose of the Post:

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

### Key Working Relationships

West Limerick Independent Living 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
- Service Co-ordinators
- 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 service user 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 as needs change and supports will include assisting with intimate personal care, assisting with eating and drinking, engaging in therapeutic activities, supporting social activities and transport. PA's 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.

### RESPONSIBILITIES:

The position of personal assistant is a front-line role within the service user's residence, to enable service users to lead as independent a lifestyle as possible. This position will include a programme of personal care and household management that is personalised for each service user in the form of a Care Plan. Care duties will therefore include assisting the service user with the following activities and in so doing will at all times observe and respect the service user's dignity, privacy and independence in line with West Limerick Independent Living policies and procedures:



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### **Personal Intimate Care:**

- Dressing and undressing / preparing the service user for trips out etc.
- Washing / bathing / showering / shaving / grooming / cleaning teeth.
- Hair care (washing / brushing).
- Nail care (fingernails only).
- Toileting and all aspects of personal hygiene.
- Continence management.
- Care of pressure sores (under appropriate nursing supervision).
- Getting in and out of bed.
- Assisting with the use of aids to daily living / Rehabilitation Aids, as required.
- Helping with rehabilitation programmes, as prescribed by Healthcare professionals.
- Supporting therapeutic physiotherapy programmes

### **Dietary Care:**

- Preparation of snacks and nutritious meals according to the service user's likes / dislikes.
- Assisting with feeding, as required.

### **Personal services:**

- Assistance with paying bills (see policy for handling service users money)
- Personal planning (birthdays / anniversaries etc)
- Democratic rights (voting cards etc).

### **Domestic / Household Services:**

- General cleaning duties, to include cleaning / dusting / vacuuming / polishing.
- Bed-making.
- Clearing refuse and rubbish.
- Laundering / Hand-washing / Ironing
- Fuel Management.
- Shopping, and the preparation of shopping lists

Healthcare - assisting the service user to take prescribed medication (under appropriate nursing supervision) and in line with our policy on administration of medication.

### **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. All 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.



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### **Standards in the Service**

West Limerick Independent Living is committed to maintaining and enhancing quality standards in all aspects of its service. Personal Assistants are required to work in line with:

- The Policies and Procedures of West Limerick Independent Living
- 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. West Limerick Independent Living 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 training /study days/conferences as required.
- Attendance at training is mandatory and failure to do so may result in disciplinary action

### **KEY RESPONSIBILITIES:**

1. To conform to all Policies and Procedures laid down by the Organisation in respect of carrying out these Care Duties & in other administrative aspects of the business, as relevant.
2. Safeguard and promote the welfare of the children and vulnerable adults.
3. To maintain accurate, concise and timely records of service user care plan (if applicable).
4. To comply with legislation that requires employers to record working hours (that is, using the Careplus app clock-in system).
5. To participate in Staff, Team and Quality Management Review Meetings as directed by the Manager / Service Coordinator.
6. To report back to the Manager / Service Coordinator on any aspect of service user care which he / she feels warrants investigation or urgent action.
7. To participate in reviews of service users support service as required. To be aware of the tasks and activities which must NOT be undertaken as part of care duties, as set out in the Company Policy Documents.

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.



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### 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
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Candidates must: possess a good general education</li> <li>• Candidate must possess FETAC Level 5 Qualification in Health Care Support or equivalent or give evidence of having enrolled on in same</li> <li>• Candidate must be eligible to work in the State</li> <li>• Candidate will be subject to Garda Vetting Process</li> <li>• 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</li> <li>• Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• FETAC Level 6 Qualification in Health Care Support or equivalent</li> <li>• Current Manual Handling</li> <li>• Current Patient Handling Certificate</li> <li>• Current Occupational First Aid Certificate</li> <li>• Current MAPA training</li> <li>• Android Smartphone</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Required language skills – near fluent in English</li> <li>• Required literacy and numeracy skills – very good</li> <li>• Manual Handling</li> <li>• Patient Handling / Hoist or willingness to train</li> <li>• Ability to work in a highly flexible manner, responding to changing needs</li> </ul>	<ul style="list-style-type: none"> <li>• IT skills - word, excel</li> <li>• Ability to provide basic day to day inspections of equipment e.g. wheelchairs/ Lecky chairs</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a similar role for a minimum of circa 200 hours direct work practice within the last 3 years</li> <li>• Experience of assisting with personal care and toileting</li> <li>• Ability to demonstrate an understanding of person centred services</li> <li>• Ability to demonstrate an understanding of the impact of disability</li> <li>• Ability to work effectively as part of team and under the direction of a service user</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with adults with primary physical disability</li> <li>• Experience of working with adults with intellectual disability &amp; physical disability</li> <li>• Experience of working with elders</li> <li>• Experience of delivering intimate personal care</li> <li>• Experience of assisting with bowel management and bladder management</li> <li>• Experience of working with people with behaviours that challenge</li> </ul>