



Job Description – Personal Assistant

Job Title:	Personal Assistant (PA)
Location:	Limerick City / County as required
Hours:	To be confirmed
Pay Rates:	<ol style="list-style-type: none">1. Basic rate is set at €18 per hour2. Sunday and bank holiday rates set at €24 per hour3. The nighttime rate set €21.60 per hour4. Sleepover rate may vary
Reporting to:	Service Co-ordinator
Accountable to:	Service Manager and Manager

Overall Purpose of the Post:

To provide person-centred personal assistance to support one or more service users with diverse and potentially complex needs, which may include personal care, practical assistance, and social support. This role involves delivering tailored support both within the service user's home and in the community, promoting independence, choice, and dignity at all times.

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
- Service Users family
- Service co-ordinators
- Manager and other staff
- HSE staff and other service providers

Overview of Areas of Responsibility

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:

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

All staff are required to maintain strict confidentiality regarding any personal information relating to service users, colleagues, or organisational matters. Information must only be accessed, used, or shared in line with West Limerick Independent Living's policies, relevant data protection legislation, and the direction of authorised personnel. Breaches of confidentiality will be treated as a serious disciplinary matter.

Professional Development & Team Working

Personal Assistants (PAs) will work both independently and as part of a team, including the wider PA network within West Limerick Independent Living. The organisation is committed to supporting PAs in their professional growth and ensuring they have the skills and knowledge to provide high-quality, person-centred support.

When required, PAs must:

- Participate in ongoing professional supervision
- Keep up to date with developments in the field and attend relevant training
- Attend and actively contribute to staff meetings
- Participate in training, study days, and conferences as required
- Note: Attendance at mandatory training is a condition of employment; failure to attend without valid reason may result in disciplinary action



KEY RESPONSIBILITIES:

1. Comply with all West Limerick Independent Living policies and procedures in carrying out care duties and relevant administrative tasks.
2. Safeguard and promote the welfare, rights, and safety of children and vulnerable adults.
3. Maintain accurate, concise, and timely records of service user care plans (where applicable).
4. Accurately record working hours in compliance with employment legislation, using the CarePlanner app clock-in system.
5. Participate in staff, team, and quality management review meetings as directed by the Manager or Service Coordinator.
6. Promptly report to the Manager or Service Coordinator any aspect of service user care that requires investigation or urgent action.
7. Contribute to service user support reviews as required.
8. Be aware of and adhere to the tasks and activities that must **not** be undertaken as part of care duties, as outlined in company policy documents.

Note: This job description is not exhaustive. The post holder may be required to undertake additional duties as reasonably requested by their Service Coordinator or Manager.

Person Specification

Please read carefully — these criteria will be used for shortlisting applications.

Criteria	Essential	Desirable
Qualifications / Training	- Minimum of 2 modules of QQI Level 5 in Health Care Support (or equivalent) OR full QQI Level 5 in Health Care Support (or equivalent) - Eligible to work in the Republic of Ireland - Successful completion of Garda Vetting process - Current Manual Handling and Patient Handling training (or willingness to complete prior to employment)	- QQI Level 6 in Health Care Support (or equivalent) - Current Occupational First Aid Certificate
Skills & Abilities	- Excellent communication skills, with the ability to communicate clearly in English (verbal and written) - Basic IT skills, including the ability to operate mobile applications for work tasks - Ability to work flexibly and adapt to changing needs - Ability to work independently and as part of a team	- Proficiency in Microsoft Word and Excel
Experience	- Recent experience in a similar role, including at least 200 hours of direct care practice within the last 3 years - Experience providing personal care and toileting assistance - Understanding of person-centred services and the impact of disability - Experience working effectively under the direction of a service user	- Experience working with adults with primary physical disabilities - Experience working with adults with both intellectual and physical disabilities - Experience working with older persons - Experience providing intimate personal care, including bowel and bladder management - Experience supporting individuals with behaviours that challenge



West Limerick Independent Living

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Criteria	Essential	Desirable
Travel Requirements	<p>- Due to the nature and location of the role, support may be required for clients living in rural or remote areas of County Limerick where no suitable public transport is available. The post holder must have access to a suitable vehicle and hold a full clean driving licence to meet the travel requirements of the post. - West Limerick Independent Living is committed to equality of opportunity and will consider reasonable adjustments for applicants who may not meet this requirement but can demonstrate an alternative means of fulfilling the travel duties.</p>	

West Limerick Independent Living is an equal opportunities employer and welcomes applications from all suitably qualified candidates.