

Care Assistant (Intellectual Disability) Job Specification & Terms and Conditions

Job Title and Grade	Care Assistant (Intellectual Disability)
Reporting Relationship	The post holder will report to the Line Manager or Person in Charge (PIC) of the service in which they are based.
Details of Service	Horizons, <i>Cope Foundation in Cork Communities</i>, one of the largest providers of services and supports to people with intellectual disabilities and/or autism in Ireland is on a journey of transformation and change. Horizons currently supports over 3,500 children and adults of every ability to live 'Your Life, Your Way'. We work to enhance the lives of people with an intellectual disability and additional needs such as autism, or physical and medical conditions; working in partnership with them, their families and local communities to provide a broad range of person-centered services and supports. These services and supports are currently provided through our network of over 120 locations across Cork City and County.
Purpose of the Post	To support the effective delivery of services and supports to individuals in all aspects of their daily lives as per their individual assessed needs and in accordance with their personal plans to enable them to live a life of their choosing. The role provides care and support to individuals living in a variety of residential/community homes, hubs, day services and training centres across the organisation and in the wider community. You will be required to establish and maintain relationships that are based on respect and equality and that promote independence, choice and preference for the people we support.
Key Working relationships:	• The individual/people we support and their natural supports/families including circle of supports within the community • Other Care Assistants • Social Care Workers and Senior Supervisors • Line Manager and/or Person in Charge • Regional Managers, Chief Operations Officer (COO), Chief Executive Officer (CEO) • Nurse Management, including Clinical Nurse Managers (CNMS), Assistant Directors of Nursing (ADONs), Director of Nursing (DON) • Other members of the Multi-Disciplinary Team • Relevant support departments including HR, Finance, Maintenance, Health & Safety, Safeguarding and Quality.
Principal Duties and Responsibilities	The post holder will carry out assigned and delegated duties and responsibilities involving personal/intimate care and all activities of daily living as directed by their Line Manager. Based on service needs; the role of a Care Assistant (Intellectual Disability) may require movement/transfers between designated areas/locations across the organisation as assigned/directed by their Line Manager. The Care Assistant (Intellectual Disability) will: <u>Professional</u> • Support individuals to create and sustain a home-like environment by: ▪ ensuring the individual's home/service and its surrounds are clean, tidy and presentable both inside/outside, supporting each individual to have an active role within the process.

- preparing and supporting the serving of meals as appropriate; supporting the completion of household tasks (cleaning, cooking, laundry) as required, while ensuring the participation of the individual at all times.
- To foster, encourage and support each individual's physical and emotional wellbeing including self-care skills, particularly in relation to personal hygiene, health matters and care for their personal appearance.
- Assist and facilitate individuals to become embedded/included within their local community, accompanying individuals/people we support to their activities and social outings and by utilising available transport options; as appropriate. Based on location/service needs; Care Assistants may also be required to drive people we support in Horizon service vehicle/s.
- Act as a "Key Worker", ensuring effective and accessible communication to build and sustain a trusting professional relationship with each individual/people we support.
- As a Key Worker; you are responsible/required to:
 - Act as an advocate; in partnership with the individual; to articulate their voice.
 - Encourage, promote and actively foster the maintenance of positive relationships between the individual and their natural supports/families based on socially valued roles.
 - Encourage, develop and maintain positive engagement with the individual's community/neighborhood; with local residents and community organisations, through a strengths-based lens of the individual.
 - Support the individual with their finances
 - Accompany the person to hospital, clinics or to G.P.'s surgery as appropriate
- Contribute to the development of a multidisciplinary assessment, an individual's personal plans and individual goal setting. Assist in its implementation and evaluation; in consultation with the individual/people we support; and their natural supports/families as appropriate.
- Participate in the maintenance, ongoing recording and updating of relevant documentation.
- Where applicable, ensure that all prescribed medication and treatments are administered with the individual. To ensure that required records are kept of same, and that all storage and administration of medication complies with the Administration of Medication Policy and Procedures.
- Adhere to Organisational Dress code by presenting to work wearing the agreed attire, footwear, and identification; having regard to the highest standard of attire and personal hygiene.
- Adhere to Organisational policy on mobile phone use while on duty.

Care Assistants are to support individuals in directing their own lives in accordance with their will and preference in line with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and Assisted Decision-Making (Capacity) Act 2015 (ADMA) and as outlined in their individual plan.

Team Work/Commitment

- To attend meetings when required and to participate fully in regular staff meetings to ensure a high quality of service for the individual.

Health and Safety

- Adhere to the Safety, Health and Welfare at Work Act (1989) policies and procedures and other relevant legislation.
- Be familiar with Horizons policies and procedures and ensure that such policies and procedures are strictly adhered to.
- Be familiar with emergency procedures and know who to contact in an emergency.
- Report any accidents, near misses, incident or potential incident to the person in charge/Line Manager which may compromise the health and safety of the individual/people we support, staff or visitors and take appropriate action including completion of near miss / incident forms.

- To support the maintenance of relevant equipment and facilities associated with the individual/people we support including the reporting of damaged facilities or equipment.
- To ensure all fire regulations and fire equipment are effective, reporting issues regarding same to the person in charge/Line Manager. Supporting the individual to engage with fire drills and their understanding of required procedures.
- Have a working knowledge of the 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
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient service.

Education & Training

- Attend and reach an acceptable standard of performance in required/mandatory training courses, such as those on Manual Handling, CPR (Cardiopulmonary Resuscitation), Hygiene and Fire prevention.
- Staff are responsible in completing and updating their mandatory training.
- Attend/participate in additional Training; as required.
- Engage in Horizon's Performance Achievement process in conjunction with your Line Managers and staff as appropriate.

Accountability & Administration

- Assist in the administration and day to day operation of the service.
- As the duties and responsibilities of any post in the Service are likely to change with the evolving needs of the people we support; staff are expected to have a high level of flexibility in order to meet the changing needs of the individual/people we support.

This can include;

- adaptation to the rostering system
- a high level of willingness and ability to develop new approaches to work as the individuals needs demand

The above Job Description 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.

Eligibility Criteria Qualifications and/ or experience	Candidates must, at the latest date for receipt of completed application forms for the post possess: 1. Professional Qualifications, Experience, etc. (a) Eligible applicants will be those who on the closing date for the competition: (i) *The relevant health skills QQI (formerly FETAC) Level 5 qualification – major award OR (ii) An equivalent relevant healthcare qualification or a comparable healthcare qualification as outlined in the Quality and Qualifications Ireland (QQI) NARIC Ireland framework OR (iii) Be currently employed as a Healthcare Assistant or a comparable role AND (b) Candidates must have the personal competence and capacity to properly discharge the duties of the role 2. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 3. Character Each candidate for and any person holding the office must be of good character. <i>*With regard to Criterion (i), the listing below has been identified as what is considered relevant health skills QQI (formerly FETAC) Level 5 qualifications</i> ▪ QQI Level 5 Healthcare Support ▪ QQI Level 5 Nursing Studies ▪ QQI Level 5 Community Care ▪ QQI Level 5 Health Service Skills ▪ QQI Level 5 Community Health Services <i>(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.)</i>
Post Specific Requirements	• Demonstrate depth and breadth of experience in a healthcare setting e.g. community, residential, providing direct care to the person we support • Day duty, night duty, sleep overs, twilight and weekend shifts will form a part of the weekly roster of this post which will be managed under the European Working Time Directive. • A full clean driving license for Manual Vehicles is a core requirement for consideration for this post, also access to own transport as post may require travel. • Willingness and ability to drive Horizon allocated transport. • Participate in training.

Skills, Competencies and/or Knowledge	Candidates must demonstrate: • Commitment to providing a Quality Service ○ Ability to work on own initiative and as part of a team. ○ Willingness to work all types of shifts (i.e. Long Day, Short day, sleepovers, Split shifts, night shift) and patterns of work (weekdays, holiday periods and weekends) to suit the needs of the people we support. ○ Demonstrate flexibility. ○ High level of planning and organisational skills. ○ Ability to ensure a safe and positive work environment. ○ Computer literate. ○ Availability to engage in training and up-skilling when required. • Communication/Authenticity ○ Strong communication and interpersonal skills. ○ Excellent written and verbal communication skills and abilities with documentation. ○ Ability to engage respectfully with the individual, their natural supports and community. ○ Hold the highest expectations for the individual and their life going forward. • A Person-Centered Outlook ○ Understanding of the importance of a rights-based lens – UNCRPD and ADMA. ○ Knowledge of “New Directions” (applicable to Day Services)
Shortlisting for Interview	Candidates shortlisted A shortlisting exercise will be carried out on the basis of information supplied in your application form.