



Care Assistant 6482 Residential

Care Assistant Job Specification & Terms and Conditions

Job Title, Grade Code	Care Assistant (Grade Code: 6482)
Remuneration	The salary scale for the post is: €34,881 €36,034 €37,602 €38,122 €38,965 €40,603 €42,362 €42,976 €44,504 €45,647 €46,578 €47,624 €48,434 LSI Salary Scales are updated periodically and the most up to date versions can be found here: Pay scales
Campaign Reference	104803
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Bray There is currently permanent part time vacancy available in Bray (12 hrs per month)
Informal Enquiries	Lorraine Collins 086 065 4828
Details of Service	Privet Drive is home to one female resident who lives a full and enjoyable life. The resident likes to watch movies, treat herself to spa weekends and be out in her local community for lunch or a coffee. The resident has 24/7 support needs with personal care and daily tasks such as preparing meals. She has a positive behaviour support plan and communication passport for staff to know support needs. Privet Drive is a lone working location with working shifts of 12 hours 8am-8pm and 8pm-8am. The location has a shared vehicle with another close by service to explore and have days out.
Reporting Relationship	Reporting to the Person in Charge (PIC)
Key Working Relationships	Person in Charge, Deputy Service Manager, Clients, GPs, Families
Purpose of the Post	To provide person-centred care and support to individuals with intellectual disabilities, enabling them to live as independently as possible and to achieve the highest quality of life, while promoting dignity, inclusion, safety, and individual choice across all aspects of daily living.



Principal Duties and Responsibilities	• The provision of a quality of life and a supportive atmosphere for individuals which always acknowledges and respects the rights and equality and personal dignity of the individual and promotes their independence. • Participating as a team member in the provision of support to the client. • Implementation of all company policies and local policies. • Reporting to the Person in Charge on a regular basis on the effective operation of the Location. • Acting in such a manner as to assure a safe and effective work and living environment. • It is the duty of staff to report all concerns about the safety and well-being of all clients as per section 3.2 of Trust in Care. • Attending regular meetings as agreed. • Ensuring that all written records are completed and up to date as appropriate. • Address the basic health care needs of the individual in the Location. • Offering general assistance and support to clients as necessary. • Ensuring the general involvement and participation of all clients in the activities of the Location. • Encouraging the active participation of volunteers, clients' friends and relatives in the activities of the Location, as approved. • Developing close contacts with the local community and actively encouraging community integration for the individuals living or working in the house, as approved. • Being a proactive advocate on behalf of the individual. • Where necessary, implementing programmes designed to assist a client in learning new skills. • Assisting in the provision of a high standard of hygiene and organisation within the house. • Acting as a responsible member of the team in promoting good communication and good teamwork skills within the location. • Administering Medication in line with company policy • Driving company vehicle and/or own vehicle • Participating in swimming activities as required • To implement the Outcomes Star process and to ensure Person Centred Plans are developed in consultation with clients, are carefully monitored and reviewed and are available for inspection during reviews. • Support the general appearance of clients as well as respect for the overall cleanliness, hygiene and standard of assigned area. • To be responsible for the personal hygiene of clients as appropriate to their individual needs which may range from supervision and prompting to assistance with bathing, dental hygiene, toileting, clothing changes and intimate care. • To participate/support in meal preparation, cooking and assisting with feeding as required. • Acting as a responsible member of the team in promoting good communication and good teamwork skills within the location. • To communicate with and assist parents, families and visitors in a pleasant and professional manner. • To communicate relevant information in an accurate and timely manner to all relevant persons as required.
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	• To report and record all relevant details of any issues of concerns. • To be flexible and willing to work in various areas of the service as needs arise. • To participate in staff development and in-service training relevant to the post as may be organised from time to time. • To dress appropriately as per policy. • To ensure that all files are maintained in a professional manner and in keeping with regulations, policies and best practice. • To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times. • To assist in maintaining the House/Location/Facilities/Equipment in a clean and tidy condition, always complying with local Policies & Procedures in relation to Health & Safety and Infection Control. • Ensure confidentiality is always followed as per policy. • Any other duties as may be assigned from time to time by the Person in Charge. The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.
Risk Management, Quality, Health & Safety”	All employees have general statutory obligations under Section 13 and 14 of the Safety Health and Welfare at Work Act 2005 as follows: • Have a working knowledge of the Health Information and Quality Authority (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 SHS protocols for implementing and maintaining these standards as appropriate to the role. Comply with relevant statutory provisions and take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions at work. • Co-operate with Sunbeam House Services and any other person to enable relevant statutory provisions to be complied with. • Not engage in improper conduct or other behavior that is likely to endanger their own safety, health and welfare at work or that of any other person. • Attend training as required particularly training in relation to safety, health and welfare at work or relating to the job carried out. • Make correct use of the safety equipment, clothing or training provided, or other items provided for their safety, health and welfare while at work. • Not to intentionally, recklessly, or without reasonable cause, interfere with, misuse or damage any appliance or safety equipment provided to secure the safety health or welfare of persons arising at work. • Not to intentionally or recklessly place at risk the safety, health or welfare of other staff, clients, contractors or visitors or any person in connection with work activities. • Report to the Operations Manager/Senior Operations Manager/Person in Charge without delay any defects in equipment, article or substance, place of work, or systems of work which might be a danger to safety, health and welfare of which they are aware.



	- Report to the Operations Manager/Senior Operations Manager/Person in Charge without delay any work being carried on or likely to be carried on in a manner that might be a danger to safety, health and welfare of which they are aware, and any contravention of the relevant statutory provisions that may be a danger to safety, health and welfare of which they are aware. - Report all accidents immediately no matter how trivial to the Operations Manager/Senior Operations Manager/Person in Charge and Safety Officer using the organisation's Accident Report Form. - Ensure they are not under the influence of an intoxicant to the extent that they are a danger to their own safety health or welfare at work or that of any other person, and submit to any appropriate, reasonable and proportionate tests by a competent person if reasonably required by Sunbeam House Services. In addition, staff are reminded that: - They are not allowed to attend the premises or carry out duties whilst under the influence of drink or illicit drugs. Any person found breaking this rule will be liable to instant dismissal. - Any person who becomes aware that they are suffering from any disease or physical or mental impairment which would be likely to cause them to expose themselves to a risk of danger they must immediately inform their Operations Manager/Senior Operations Manager, Person in Charge or Supervisor. - Any person who is under medical supervision or on prescribed medication and who has been certified fit for work should notify their Operations Manager/Senior Operations Manager, Person in Charge or Shift Lead of any known side effects or temporary disabilities which could hinder their work performance, and which may be a danger to themselves, their fellow workers or clients. - Staff may be required to undergo a medical assessment of their fitness to perform work activities that give rise to critical risks to the safety, health and welfare of other staff, clients or others. Whilst on duty, staff are not permitted to wear any item of clothing, footwear or jewellery which may cause a risk of injury to themselves, clients or staff colleagues. Staff who work with clients must ensure they are appropriately dressed for the nature of work carried out and are aware of potential dangers to clients and themselves regarding, for example, large fingernails, shoes, belts, buckles, jewellery, ties, hair and so on. Flip-flops, mules, slippers or high heels are not suitable footwear for staff working with clients. Wearing quantities of rings or bracelets or neck chains is not appropriate. The wearing of earrings other than a simple stud is specifically prohibited. The wearing of any other type of ring in pierced areas of the body is prohibited. The direction of the Person in Charge (or in their absence the person in charge of the work shift) and Operations Manager/Senior Operations Manager must be adhered to.
Education & Training	Engage in the SHS performance appraisal process in conjunction with your PIC as appropriate.
Eligibility Criteria Qualifications and/ or experience	1.1 <i>Qualifications:</i> <u>Statutory Registration, Profession Qualifications, Experience, etc</u> (a) Eligible applicants will be those who on the closing date for the campaign:



	Hold a FETAC Level 5 qualification in Healthcare Support of which includes completion of the Intellectual Disability Studies Module and The Activities of Daily Living Module Or Hold a FETAC Level 5 qualification in Health Service Skills of which includes completion of the Intellectual Disability Studies Module and Activities of the Daily Living Module Or A relevant healthcare qualification equivalent to (i) or (ii) above And (b) Candidates must have the personal competence and capacity to properly discharge the duties of the role. 1.2 Experience: • Ability to demonstrate a strong commitment to the values of SHS to improve the lives of our clients. • Ability to work on own initiative • Experience of working with people with complex needs in a variety of different situations • Excellent organisation & communication skills. • High initiative and integrity. • Must have knowledge of all relevant legislation and HIQA Standards and a proven ability to implement standards and regulations. • Enthusiastic, energetic and creative in their approach • Excellent IT skills and report writing skills. • Demonstrate a genuine interest in supporting the rights and needs of people with learning disabilities • Ability to make clear and concise reports regarding residents, either verbally or in writing. High level of flexibility, a willingness and an ability to develop new approaches to their work as the client's needs demand. 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. Character Each candidate for and any person holding the office must be of good character.
Post Specific Requirements	• Ability to demonstrate a strong commitment to the values of SHS to improve the lives of our clients. • Ability to work on own initiative • Experience of working with people with complex needs in a variety of different situations • Excellent organisation & communication skills. • High initiative and integrity. • Must have knowledge of all relevant legislation and HIQA Standards and a proven ability to implement standards and regulations.



	• Enthusiastic, energetic and creative in their approach • Excellent IT skills and report writing skills. • Demonstrate a genuine interest in supporting the rights and needs of people with learning disabilities • Ability to make clear and concise reports regarding residents, either verbally or in writing. • High level of flexibility, a willingness and an ability to develop new approaches to their work as the client's needs demand. • Care Assistants will not be assigned as shift lead unless in exceptional one off circumstances (staffing issues/lone working locations) and will not be assigned as keyworkers for clients with complex social or emotional needs (this will be assessed by the PIC based on the assessment of need)
Other requirements specific to the post	• Hold a full driving licence and be willing to drive location vehicles • Be available to work over 7 days
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u>
Diversity, Equality and Inclusion	The Organisation is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all employees, clients and organisation contacts equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community. The Organisation believes that embracing equality and diversity in the workplace benefits not just the Organisation but also individual employees, departments and our clients. All our employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We want to utilise the widest range of skills, knowledge and experience in our Organisation while complying with legislation. As well as treating people with dignity and respect, the Organisation strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings promotes innovation and helps make us more creative and productive
Code of Practice	Sunbeam House Services will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.



- This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

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Terms and Conditions of Employment

Tenure	The current vacancy available is permanent/temporary and whole time/part-time. The post is pensionable. Appointment as an employee of Sunbeam House Services is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The Salary scale for the post is: (Pro Rata - part-time) Care Assistant 6482 ID €34,881 €36,034 €37,602 €38,122 €38,965 €40,603 €42,362 €42,976 €44,504 €45,647 €46,578 €47,624 €48,434LSI New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Pension Scheme	This is a pensionable position with SHS. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Age	If an employee wishes to work past their 65 th birthday they must notify HR and their manager with their retirement a minimum of 3 months before the date they wish to retire.
Probation	Every appointment of a person who is not already a permanent employee of SHS shall be subject to a probationary period of 6 months.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all SHS staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.



	For further information, guidance and resources please visit: HSE Children First webpage .
Infection Control	Have a working knowledge of Health Information and Quality Authority (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 SHS protocols for implementing and maintaining these standards as appropriate to the role.