



AN LÁRCHLINIC FEABHAIS

Health & Social Care Assistant

Job Specification & Terms and Conditions

Job Title, Grade Code	Health & Social Care Assistant (Grade Code: 6019) <i>(formerly known as Therapy Assistant)</i>
Purpose of the Post	The purpose of the Health & Social Care Assistant role is to carry out delegated aspects of client care and provide assistance to Occupational Therapists or Physiotherapists or Speech & Language Therapists or other Health & Social Care Professionals. The Health & Social Care Assistant will work under the direction of a supervising Health & Social Care Professional. The role includes delegated duties that support Health & Social Care Professionals on the Children's Disability Network Team in providing a high-quality service to users.
Details of Service	Children's Disability Network Teams (CDNT) provide specialised support and services for children who have a disability and complex health needs associated with their disability. The CDNT supports a child's development, wellbeing and participation in family and community life. CDNTs include clinicians from a variety of disciplines including Health & Social Care Professionals. The team works with the child and its family, sharing knowledge, information and skills to support the child's development goals as identified as part of their Individual Family Support Plan. Team members can meet children and their families in their home, school or in the CDNT's office. The Children's Disability Network Teams are charged with the delivery of an efficient and effective health and personal social service for a designated population in order to achieve targeted health outcomes within the overall Community Health Network. Health & Social Care Professionals (HSCPs) are a key part of the Children's Disability Network Team. Health & Social Care Professionals (HSCPs) are regulated professionals who must meet standards in how they provide services so that the public can have confidence in the standard of care they deliver. CORU is the regulatory body for most of the Health & Social Care Professionals (HSCPs). HSCP Assistants support the Health & Social Care Professionals (HSCPs) in delivering high quality care- care which meets the standards and ensures the best outcome for child. Each area has agreed "lead agencies" to manage Children's Disability Network Teams. The lead agency for this service is: Central Remedial Clinic
Reporting Relationship	The Health & Social Care Assistant will report to the Children's Disability Network Manager or their designate. The Health & Social Care Assistant will work under the direction of a supervising Health & Social Care Professional, as appropriate to the task delegated.

Key Working Relationships	The Health & Social Care Assistant works as part of inter-disciplinary team. The team includes Speech and Language Therapists, Occupational Therapists, Psychologists, Physiotherapists, Social Workers, Nurses and administrative staff- with the full team under the management of a Children's Disability Network Manager. Some teams may also have Dietitians, Social Care Workers, Family Support Workers, Care Assistants, Nurses and preschool staff.
Principal Duties and Responsibilities	The Health & Social Care Assistant works at all times under the supervision of a Health & Social Care Professional in the CDNT to support the provision of services to children and families. The Health & Social Care Assistant is a member of the inter-disciplinary team and takes part in team meetings, training and development. The Health & Social Care Assistant may work under the direction of one Health & Social Care Professional (speech and language therapist, occupational therapist or physiotherapist) or with different professions or services, depending on service and team needs, and based on their knowledge, competence and skills. The Health & Social Care Assistant will: <u>Clinical Support</u> • Manage workload in accordance with the needs of the service • Work directly with clients under the direction and supervision of regulated Health & Social Care Professional to provide intervention in both individual and group settings. • Work in partnership with service users, family, carers, Health & Social Care Professional and other staff in treatment / intervention delivery and in the provision of support. Children's Disability Network team include clinicians from a variety of disciplines. • Support service users and families in attending key appointments and track non – attendance. • Follow treatment plans as determined and delegated by the treating Health & Social Care Professional including assisting in the provision of education and advice to clients on the use of enabling equipment. • Carry out duties related to the planning, organisation and maintenance of programmes as delegated by the supervising Health & Social Care Professional • Carry out duties related to the activities and administration of the Children's Disability Network Team as directed by the Children's Disability Network Manager. • Liaise with other staff and agencies in the provision of therapeutic programmes as directed by the treating Health & Social Care Professional. • Assist / provide care in line with each service user's assessed care needs as set out in the care plan and under the guidance of the team e.g. mobility, functional activities such as bathing, dressing and toileting. • Arrange and carry out duties in a timely manner within settings appropriate to service user needs and in line with local policy / guidelines. • Support home assessments, follow-up home visits etc. as delegated by the Health and Social Care Professional. • Communicate verbally and / or in writing results of treatment / intervention programme to the supervising Health & Social Care Professional and the wider team and relevant others in accordance with service policy. • Observe, report to the supervising HSCP and take appropriate action on any matter which may be detrimental to service user's care or wellbeing or may inhibit the efficient provision of care. • Maintain notes relating to clinical work in clients' files in accordance with local service guidelines and standards.

- Maintain organisation's standards in relation to consent, confidentiality, ethics and legislation.
- Support Health & Social Care Professional in setting workplans in line with own skills and knowledge.

Administrative

- Carry out the administrative duties required to support the supervising Health & Social Care Professionals and the Children's Disability Network Team e.g. the scheduling of appointments.
- Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the HSCPs on the Children's Disability Network team.
- Develop therapy resources and materials under the direction of the supervising Health & Social Care Professional.
- Maintain / clean equipment and treatment areas as requested.
- Comply with team or department procedures with regard to the recommendation and provision of all assistive equipment / custom made devices.
- Maintain databases and accurate records of client assessments and interventions.
- Keep up-to-date information and other administrative records as required by the interdisciplinary team.
- Contribute and participate in the planning, development and improvement of the Children's Disability Network Team, in conjunction with the Health & Social Care Professional.
- Engage in IT developments as needed to develop and improve the service.

Education and Training

- Attend induction and mandatory in-service education relevant to the role.
- Participate in the induction of new staff as directed.
- Participate in any training relevant to the role as directed by HSCP supervisor and/or CDNM.
- Engage in the HSE performance achievement process in conjunction with your Line Manager.
- Participate in team based development, education, training and learning.
- Participate in regular supervision with supervising Health & Social Care Professional

Health & Safety

- Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner.
- Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.
- Adequately identify, assess, manage and monitor risk within their area of responsibility.
- Do not undertake any duty related to service user case for which they are not trained.
- 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 HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Values

	• The post holder will be expected to live the CRC values of person centredness, respect, quality, collaboration, courage and stewardship. • Demonstrate behaviour consistent with the Values of the CRC. 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.
Eligibility Criteria Qualifications and/ or experience	Candidates must have at the latest date of application: <u>Professional Qualifications, Experience, etc.</u> (a) Eligible applicants will be those who on the closing date for the competition have the following: (i) Possess a relevant* health skills QQI Level 5 qualification (formerly FETAC) having achieved the associated Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice at Level 5 on the National Framework of Qualifications (NFQ) Or (ii) Possess a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) and give an undertaking to successfully complete an approved programme leading to QQI Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice within 1 year of taking up duty. Or (iii) Be currently employed as a Physiotherapy Assistant, Healthcare Assistant, Care Assistant, Attendant, Multi-Task Attendant or in a comparable role for at least 1 year and give an undertaking to acquire an appropriate healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) major award, having achieved the associated Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice within 1 year of taking up post. Or (iv) Have completed the relevant QQI Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice and give a commitment to successfully complete a QQI level 5 major award within 1 year of taking up post Or (v) An equivalent qualification from another jurisdiction

	(b) Candidates must have the personal competence and capacity to properly discharge the duties of the role 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. Note: <i>With regard to Criterion (i), the listing below 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> <i>With regard to Criterion (ii), a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules / placements typically but not limited to qualifications in: Social Care Work, Nursing, Therapy Professions etc.</i>
Post Specific Requirements	Work collaboratively with other members of the team
Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role.
Skills, competencies and/or knowledge	Knowledge Relevant to Role • Demonstrates knowledge relevant to the role, this will include knowledge of Health & Social Care Professions and how they are regulated in Ireland. • Demonstrates a good understanding of the role of a Health & Social Care Assistant. • Demonstrates an ability to understand and comply with health and safety requirements in work situations. • Demonstrates commitment to continuing professional development. • Demonstrates a willingness to engage with and develop Information Technology skills relevant to the role. Planning and Organising Skills • The ability to plan and organise effectively. • Demonstrates good time management skills in carrying out both administrative and clinical duties, including the ability to prioritise effectively and manage competing demands. • Demonstrates the ability to take initiative and to be appropriately self-directed. Teamworking / Building Effective Working Relationships • Demonstrates effective team skills, shows respect for other team members.

- Participates in and contributes to the team, strives to foster good working relationships within the team.
- Works collaboratively with others, can be flexible within one's own role and responsibility.
- Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises.

Commitment to providing a Quality Service

- Demonstrates a commitment to the delivery of a high quality, person centred service.
- Treats all service users with dignity and respect and ensures that the welfare of the service user is a key consideration at all times.
- Demonstrates the ability to respect and maintain confidentiality.
- Demonstrates an interest in contributing to alternative methods/new ways of working to improve service user care.
- Demonstrates flexibility and an openness to change, has a positive attitude towards change.

Evaluating Information and Judging Situations

- Reads situations quickly and responds appropriately; can find common ground and get co-operation with minimum upset.
- Recognises and interprets an unsafe situation and takes appropriate action.
- Demonstrates the ability to make effective decisions with regard to service user care.
- Knows when to ask for help / when to ask another team member to intervene and to report issues.

Communications & Interpersonal Skills

- Develops, manages, and maintains positive, appropriate relationships with service users, families and carers, demonstrating respect, kindness, compassion, dignity and empathy at all times.
- Displays effective communication skills (verbal & written).
- Tailors the communication method and the message to match the needs of the audience.
- Acts with professionalism and demonstrates empathy with others in undignified / stressful situations, retains composure.
- Demonstrates understanding and appropriate responses to service users with varying degrees of need.
- Demonstrates the ability to communicate effectively with a wide range of people, particularly in listening, giving explanations / directions and in reporting back on observations.

The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.

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

Remuneration	The Salary scale for the post is (01/03/2025): €35,434- €36,883- €38,410- €38,816- €39,813- €40,675- €41,917- €43,204- €44,539 (Pro Rata - part-time) Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html 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.
Annual Leave	The annual leave associated with the post is 26 days per annum.
Superannuation	This is a pensionable position with the HSE. 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. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE 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 HSE protocols for implementing and maintaining these standards as appropriate to the role.

Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
Confidentiality	In the course of the employment the appointee may have access to or hear information concerning the medical or personal affairs of service users and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning service users, staff, or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required
Flexibility	As the duties and responsibilities of any post in the Service are likely to change, staff are expected to have a high level of flexibility, a willingness and an ability to develop new approaches to their work as service user needs demand.