

**ARD AOIBHINN SERVICES
JOB DESCRIPTION
CARE ASSISTANT**

Qualifications and Particulars of Employment

Care Assistant

Qualifications and Experience

The appointee must:
Diploma in Social Care, FETAC Level 5 or Equivalent.

Experience of working with people with intellectual disabilities is desirable.

Possession of a full clean current driving licence is also desirable.

Remuneration

As per Ard Aoibhinn pay scales.

Health

Each candidate for and any person holding the appointment must be free from any defect or disease, which would render him/her unsuitable to hold the appointment, and must be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy this qualification, the successful candidate will be required to undergo a medical examination by the Occupational Health Physician. The candidate will be liable for the cost of the medical examination.

Duties

The general duties of the appointment are as described in the attached Job Description.

Note re Canvassing

Any attempt by candidates themselves or by any person(s) acting at their instigation directly or indirectly, by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any member of the staff of Ard Aoibhinn Services or any person nominated to interview or examine applicants, will automatically disqualify the candidates for the position they are seeking.

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DUTIES

- The person appointed to the post will be required to take an active part in ensuring that the day to day operations reflect the vision of Ard Aoibhinn Services and are meeting the individual needs of the service users.
- Uphold and respect the human, legal and constitutional rights of each service user, recognising their individuality and equality, and empowering them to grow, thereby achieving the highest possible level of personal autonomy.
- Facilitate, encourage and develop each service user's choice and decision making skills.
- Enable each service user to pursue and maintain their individual hobbies and interests.
- Encourage and develop the self help and social skills of each service user so as to achieve the greatest degree of autonomy possible.
- Facilitate service users to actively participate and integrate into the community, through the use of generic community facilities in line with New Directions and HIQA standards.
- Act as a key worker and be proactively involved in the development of person centred plans with circles of support.
- As a full team member to accept delegated responsibility for the physical and emotional well being as well as the personal hygiene of service users.
- Driving as per service requirements.
- Be responsible for all general house hold duties including cooking cleaning and any other duties which may be assigned from time to time.

FINANCIAL

- Be responsible for ensuring that due economy is exercised in all areas.
- All monies are accountable as per policy of Ard Aoibhinn service.

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COMMUNICATION

1. Attend and participate fully in regular staff meetings where all aspects of the service's functioning are discussed with a view to maintaining high standards, open communication among staff and good levels of staff morale.
2. Participate in the monitoring and recording of the progress of each service user in line with agreed procedures.
3. Co-operate and develop effective appropriate working relationships with:
 - Service users and their families
 - All other staff involved in the provision of both residential and day services
 - Members of the multidisciplinary team
 - Visitors, volunteers and other such personnel who visit the home

TRAINING AND DEVELOPMENT

- Keep up to date on current developments in services for people with intellectual disabilities e.g. Person Centred Planning, etc.
- Take responsibility for identifying your own training and development needs in conjunction with your line manager.
- Attend mandatory training courses and achieve required standard.

HEALTH AND SAFETY

- Be conscious of health and safety matters in the work place and in particular to comply with employees' obligation as set out in the Safety, Health and Welfare at Work Act, 2005 and to ensure that the procedures set out in the Safety Statement are implemented at all times.
- Be up to date with existing fire regulations and emergency procedures and participate in the implementation of same.
- Report and record accidents/irregularities or other matters of concern to your line manager or such person as the Employing Authority may designate.
- Be aware of Ard Aoibhinn Services Policies and Procedures.

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FLEXIBILITY

Employees are expected to have a high level of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post in the Services are likely to change with the ongoing needs and developments of the Services. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time.

CONFIDENTIALITY

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users, staff, or the service itself. Such records and information are strictly confidential. On no account must confidential information concerning staff, service users or the service itself 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, or destroyed when no longer required in accordance with agency policy.

Job Title	Care Assistant
Location of Post	Ard Aoibhinn Services
Organisational Area	Wexford
Purpose of the Post	The role of the Care Assistant is to support in the delivery of care to the Service User under the direction of Unit Manager. The primary role is to assist with direct and indirect Service User care and all associated duties.
Essential Qualifications	Candidates must, on the latest date for receiving application forms for the office: • Diploma in Social Care or • FETAC Level 5 or Equivalent. • Knowledge and experience of the delivery of care to Service Users in the area of Intellectual Disability is desirable
Knowledge & Professional Knowledge	• Knowledge of Ard Aoibhinn Services and Mission Statement • Knowledge of Person Centred Planning • Knowledge of trends in the care of the person with Intellectual Disability • Ensuring a safe work environment • An awareness of the Health & Safety Act 2005 • Basic hygiene and infection control prevention • Good understanding of socialisation and recreational needs of the service user • Knowledge of communication systems • Knowledge of Role of HIQA within the Disability sector • Knowledge of New Directions and its influence on Day service planning • Have knowledge and understanding of people who present with challenging behaviour.
Essential Skills /Competencies	• Good communication skills – verbally and writing • Interpersonal skills, positive, competent and mature manner • Ability to work effectively as part of a team • Problem solving skills • Organisational skills • Applying theoretical knowledge in practical contexts • Self motivated
Special skill / Attributes / Requirements of the post	• Appreciation of the needs of people with Intellectual Disability • Demonstrating Initiative • Applying theoretical knowledge in practical contexts • Flexibility and adaptable to change • Willingness to work in close partnership with families and other professionals in Health Care setting • To attend further training • Full Driving licence or be willing to undertake driving test where applicable
Management Arrangement	Reports to: Line Manager/ CNM/ SCM Responsible /Accountable to: Manager of Ard Aoibhinn and Board of Directors