

JOB DESCRIPTION



Job Title:	<i>Care Assistants Fulltime, Part-Time or Relief</i>
Responsible to:	<i>Director of Services, Peacehaven Trust</i>
Hourly Rate:	<i>Based on HSE Consolidated Pay Scale 2019</i>

Main Function: *To assist with the provision of a programme of care and support which facilitates residents opportunities to mature and develop to their full potential. The post holder must be a qualified Health Care Assistant (QQI Level 5) and be committed to working within the Christian ethos of Peacehaven Trust.*

Peacehaven Trust currently manages 3 homes in Greystones, caring for a total of 17 residents who have an intellectual disability (Lydia House, Blake House and Applewood House).

RESPONSIBILITIES AND DUTIES:

SUPPORT FOR RESIDENTS

1. To ensure residents receive appropriate support to develop skills to achieve the outcomes of their Personal Centred Plans.
2. To support each resident, where required, in all aspects of home life and participation in the community and to work with all other staff to implement programmes that will enable each resident to become more independent.
3. To support residents with personal care, as appropriate and assessed, ie. bathing, washing, feeding, medication needs and access to relevant health care (meeting these needs may involve manual or aid assisted lifting of residents). This will vary from house to house in line with the ability of those residing in the house.
4. To support residents in maintaining and developing a variety of relationships and making key life choices.
5. To support residents in cooking, cleaning, gardening, laundry, ironing and household tasks to an appropriate standard.
6. To support residents in a range of leisure activities and services according to individual choice.
7. Each resident is appointed a Social Care staff as a key worker and your responsibility is to support the key worker to provide support to a resident in line with directions and assessments, guided by Peacehaven Trust in its Key Working policy.
8. To provide spiritual support to residents according to their needs and wishes, including enabling participation in congregational life and assisting with personal devotions.
9. To be sensitive to the spiritual, physical, intellectual, emotional and social needs of each resident and respond appropriately to meet these needs.
10. To carry out daily living tasks on behalf of residents, when they are unable to do so for themselves.
11. To be an effective advocate for each resident and encourage self-advocacy where possible.
12. In the absence of Managers or Social Care Staff, to be the responsible person on duty, complying with Peacehaven Trust policies and procedures to ensure the well-being of residents.
13. To work within Peacehaven Trust policies and procedures and relevant legislation.

14. To develop and promote good working relationships with all staff, residents, professional bodies and other service users.
15. To work such hours as necessary, which may include sleep-in duties, working during week-ends and/or Bank Holidays and assist in housekeeping tasks as required.
16. To promote and maintain effective communication with professional bodies/parents/guardians and the local community.
17. Maintain a safe environment by ensuring adherence to appropriate Health and Safety, Medication Management and Fire procedures.
18. To bring any areas of concern to the attention of Managers and Social Care Staff.

ADMINISTRATION

1. To keep accurate records of significant events in the daily lives of residents and to prepare written reports when required.
2. To report all incidents/accidents and medication errors to Managers and Social Care Staff. and record as directed.
3. To maintain appropriate confidentiality in respect of information relating to residents, in accordance with Peacehaven Trust policies and procedures.
4. To identify and report any maintenance and/or security issues linked to the building and equipment.
5. To be knowledgeable of, and abide by Emergency Procedures.

TRAINING

1. To attend staff meetings as per the roster.
2. To maintain a personal awareness of new methods and developments appropriate to the needs of the residents and staff.
3. To attend all mandatory training, as scheduled by Managers.
4. To engage in continual professional development – to maintain standards of being a Health Care Assistant, as set by the Association of Health Care Assistants, Ireland (AHCAI).

ANY OTHER DUTIES

1. Any other duties as reasonable required by the Director of Services.

