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**Multi-Task Attendant**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Multi Task Attendant**  *(Grade Code: 6015)* |
| **Campaign Reference** | 21MTAIDSECH |
| **Closing Date** | Rolling Campaign |
| **Proposed Interview date(s)** | *To be confirmed* |
| **Taking up Appointment** | The start date will be indicated at job offer stage. |
| **Organisation Area / Location of Post** | **Wexford Residential Intellectual Disability Services and Damien House Regional Services, South East Community Healthcare.**  **Wexford Residential Disability Service** (This includes a number of centres located in Enniscorthy and the Wexford environs)  **Damien House Regional Services** (This includes a number of centres in Cashel, Clonmel and Fethard)  A panel may be formed as a result of this campaign for South East Community Healthcare from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Details of Service** | **Wexford Residential Intellectual Disability Services (WRIDS):** WRIDS provide community based residential care for Adults with severe/profound levels of intellectual disability, complex needs and behaviours of concern. Our centres are governed by a CNM2 / CNM1 structure. There is also a purpose built Day Service in Enniscorthy. The local Interdisciplinary Team includes a Clinical Nurse Specialist in Behaviour Support.  **Damien House Regional Services (DHRS):** DHRS provide community based residential care and day services for Adults with moderate/severe/profound levels of intellectual disability, behaviours of concern and physical and medical conditions. The centres are governed by a CNM2/CNM1 structure. The local Interdisciplinary Team includes a Clinical Nurse Specialist in Behaviour Support and Senior Clinical Psychologist.  WRIDS and DHRS provide person centred care in community residential homes and day centres. Each community home is directly managed by a CNM2/CNM1 and overall management of the service is the responsibility of the Area Director of Nursing. |
| **Reporting Relationship** | The post holder will report to the Clinical Nurse Manager/Area Director of Nursing or designated officer. |
| **Purpose of the Post** | The role of the Multi Task Attendant (MTA) is to work as part of a multidisciplinary team and to support nursing staff in the delivery of care to the Resident under the supervision of the Clinical Nurse Manager (CNM2/CNM1) and Registered Nurse. The primary role is to provide direct and indirect day to day care to Residents.  The Multi Task Attendant will support the provision of a high quality, clean and person centred service including:   * Assisting healthcare staff in caring for Residents. * Attending to housekeeping, catering, laundry, portering or general duties as assigned.   Duties assigned to the Multi Task Attendant will vary depending on the care setting. |
| **Principal Duties and Responsibilities** | **Service needs will require movement of Multi Task Attendant staff between centres/departments/relief duties as directed. The duties of the Multi Task Attendant will be dependent on the individual needs of the care setting.**  **Below is an outline of the principal duties a Multi Task Attendant may carry out, as assigned and as directed.**   * Assist and support Residents. * Respect Residents and their families showing dignity, courtesy and professionalism at all times. * Act as an advocate for Residents, as appropriate. * Assist in the provision of a quality service and work in line with national and locally devised policies and regulations. * Maintain the confidentiality of all information made available to him / her during the course of his / her work. * Maintain a strict code of personal and general hygiene in the work place as per work schedules and existing policies and procedures. * Carry out assigned and delegated responsibilities involving direct care and all activities of daily living under supervision. * Assist in attending to the needs of the Residents, including personal care (bathing, toileting etc), moving and handling of Residents, feeding, fitting of equipment etc. * When directed be responsible for the general cleaning of the Service area as identified by the Supervisor and ensure the agreed standard of cleanliness and hygiene are maintained in all areas and appropriately documented in line with national and locally devised policies and regulations. * When directed be responsible for the preparation and serving of food in line with national and local policies and standards. * When directed be responsiblefor the driving of a HSE vehicle to escort Residents and transport relevant medical charts and products etc throughout the site. * Carry the assigned mobile phone when escorting Residents to appointments/Day Service activities and be contactable at all times while on duty. * Report any equipment faults to person in charge and ensure all equipment is stored safely. * Partake in all activities as part of the recreational, creational and diversional activity programme. * To act as Key Worker to individual residents’ paying adherence to the Key Worker policy.   **Health & Safety**  *The Multi Task Attendant will:*   * In accordance with Health and Safety at work policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner. * Understand and adhere to all relevant HSE policies, guidelines and procedures, comply with health and safety, infection control and risk management procedures, comply with statutory obligations. * Report any incident or potential incident which may compromise the health and safety of Resident, staff or visitors and take appropriate action. * Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms. * Not undertake any duty related to Resident care for which he/she is not trained. * Attend training courses as required e.g. AED, Hygiene, HACCP, Fire Prevention etc. * Conduct his / herself in a manner that ensures safe Resident care.   **Education & Training**  *The Multi Task Attendant will:*   * Attend induction and mandatory in-service education. * As directed, participate in the induction of new staff. * Participate and maintain continuous personal and team based development, education, training and learning. * Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager.   **Administrative Duties:**  *The Multi Task Attendant will:*   * Attend staff meetings and contribute constructively to the smooth running of the unit. * Contribute to the maintenance of updating of Resident/ Resident / resident documentation.  The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder will 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** | 1. (i) Possess the relevant QQI Further Education and Training (FET) Level 5 Certificate in   Health Service Skills  **Or**  (ii) FETAC Level 5 Certificate in Health Service Skills or Healthcare Support  **Or**  (iii) A relevant Healthcare qualification from another jurisdiction  **Or**  (iv) Be currently employed as an Attendant, Multi Task or a comparable role and be  willing to undertake a QQI/FET Level 5 programme in Health Service Skills or  equivalent.   1. 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 |
| **Post Specific Requirements** | As this post may involve driving and escorting Residents to appointments, the successful candidate is required to hold a full unendorsed Irish Drivers Licence (Category B) for a minimum of 2 years and must be available to drive a HSE vehicle when required. |
| **Other requirements specific to the post** | Any additional requirements specific to the post will be notified at “expression of interest” stage and will be dependent on individual care setting needs. |
| **Skills, competencies and/or knowledge** | The Multi Task Attendant will demonstrate:   * Knowledge of the service. * Knowledge of Health & Safety as it relates to the role. * Strong communication & interpersonal skills. * Ability to work on own initiative and as part of a team. * Planning & organisational skills. * Resident/Resident focus. |
| **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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |

**Multi Task Attendant**

**Terms and Conditions of Employment**

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| **Tenure** | A panel will be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.    Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary scale *(as per 01/10/2020)* for the post is:  €28,837 x 8 annual increments to €35,897. |
| **Working Week** | The standard working week applying to the post is 39 hours.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post is 23 days. |
| **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.  ***\* Public Servants not affected by this legislation:***  Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. |

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| **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/service[[1]](#footnote-1), 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 procedures[[2]](#footnote-2). * 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. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)