|  |
| --- |
| **Job Specification; Sample Content****Health & Social Care Assistant (6019) Children’s Disability Network Team (CDNT) \*formerly known as Therapy Assistant\*** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:***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 in the Children’s Disability Network Team. The Health & Social Care Assistant will work under the direction of a supervising Health & Social Care Professional.  |
| **Principal Duties and Responsibilities** | ***For Example:***The Health & Social Care Assistant works at all times under the direction of the supervising 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.Children’s Disability Network team include clinicians from a variety of disciplines. The Health & Social Care Assistant may work under the direction of one Health & Social Care Professional (such as Speech and Language Therapist, Occupational Therapist or Physiotherapist) or with different professions, depending on service and team needs, and based on their knowledge, competence and skills. The Health & Social Care Assistant will:**Support for HSCP Clinicians*** Manage workload in accordance with the needs of the service and as directed by the Children’s Disability Network Manager
* 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 Professionals and other staff in treatment / intervention delivery and in the provision of support as directed by the HSCP.
* 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.
* Liaise with other staff and agencies in the provision of therapeutic programmes as directed by the treating Health & Social Care Professional.
* Assist / provide service in line with each service user’s assessed care needs as set out in their Individual Family Service 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 Health & Social Care Professional 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 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 administrative duties as delegated by the supervising Health & Social Care Professionals.
* Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, as delegated by the supervising Health & Social Care Professional.
* Develop therapy resources and materials under the direction of the supervising Health & Social Care Professional.
* Maintain / clean equipment and treatment areas as delegated by the supervising Health & Social Care Professional.
* 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 as delegated by the supervising Health & Social Care Professional.
* Keep up-to-date information and other administrative records as delegated by the supervising Health & Social Care Professional.
* Contribute and participate in the planning, development and improvement of the Children’s Disability Network Team service, 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 Children’s Disability Network Manager.
* Engage in the HSE performance achievement process in conjunction with the Children’s Disability Network 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.

**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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*****Professional knowledge & Experience*** 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 delegated tasks and 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 confidentially.
* 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. |