

Job Description & Responsibilities

Job Title

Health Care Assistant - Keadue Social Services

Keadue Social Services

Keadue Social Services offer a day & activity centre and community food services programme, which services the needs of the older people and adults with disabilities in Keadue and the surrounding areas of North Roscommon and Leitrim.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

Role Overview

The role of the **Health Care Assistant** has responsibility for helping with the daily needs of the Service Users, assisting with mobility, feeding, personal care & hygiene, involvement in the activities with the active age group and any other duties as required in order to keep the facility running smoothly. The HCA will be enthusiastic, flexible, innovative in their approach and committed to providing a quality service that responds to the individual needs and priorities of the people we support. To also promote the Service where possible with a view to its development and sustainability going forward.

Reporting to

This role reports to The Manager, Keadue Social Services.

Key Responsibilities

Outlined below are the key responsibilities for this role:

Service User Needs:

- Assistance to and from dining table
- Assistance if required with feeding
- Assistance to and from toilets
- Assistance with personal care & hygiene if required
- Assistance with showering if required
- Assistance/Accompany service users on bus to/from centre if required
- Assistance to and from the bus once it arrives at centre
- Accompany on day trips/outings
- Daily activities with the active age group
- To communicate with service users in a clear and concise and polite manner and to ensure they are respected and made to feel welcome
- To ensure customers with special needs are given every assistance and attention
- CONFIDENTIALITY TO BE MAINTAINED AT ALL TIMES

Centre Needs:

- Supporting staff if required in day room
- To ensure prompt and accurate completion of all appropriate reports
- Provide high levels of communication with all staff to ensure the smooth running of the centre
- Work in accordance with Keadue Social Services Procedures Manual and Health & Safety Manual
- Report and, where possible, take action on incidents, accidents, near misses and damage as per Keadue Social Services Health & Safety Manual
- Report any faulty or damaged equipment immediately to Centre Manager
- Advise the Manager of any requirements for maintenance or repairs
- Ensuring that all reasonable care is taken for the health and safety of yourself and others in the centre
- Carry out all duties in accordance with the agreed policies and procedures of Roscommon LEADER Partnership
- Be aware of and promote Fire Safety rules and regulations
- To be familiar with the requirements of the Safety, Health at Work Act 2005
- Attendance of any training course required by management
- To report any incident that involves injury to any service user, staff member or third-party immediately to the Centre Manager
- Undertake any other duties as required in order to keep the facility running smoothly
- Provide cover as required for staff across the service
- Any other duties that may be assigned from time to time or as the programme evolves

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development Company's operations and needs of the services.



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

