



Job Description

Job Title: Personal Care Assistant/ Driver
Location: Dublin Adult Services
Reporting To: Service Co-ordinator

Overall Purpose of the post:

The role of Personal Care Assistant/ Driver will be to provide daily transport for service users to their service and to other activities throughout the day or to access all holiday centre activities. This role is also to facilitate the person with a disability in all aspects of daily living including assisting personal care needs, mobility, accessing the Enable Ireland day services or other services in their community, and support with therapy programmes. The role of the PA is tailored to the requirements of each individual service user and as such will vary from person to person.

Duties:

1. To observe and respect the confidentiality of the service users and to safeguard the privacy, dignity and values of the service user.
2. To always preserve the professional nature of the relationship with service users.
3. To promote and safeguard the well-being and interests of the service user at all times.
4. To undertake only such duties delegated and/or allocated to you by the designated coordinator or supervisor.
5. Assisting trainers / staff to develop the skills of service users in areas such as training, skill development as required.
6. To perform all duties and tasks in line with Enable Ireland guidelines and policies, and training given.
7. To immediately report any accidents or incidents/dangerous occurrences to the Coordinator. To assist with the general upkeep of all centre facilities and complying with all relevant health and safety standards
8. Driving accessible transport for service users to and from their homes and to all services including respite services.
9. Be available at all times to perform personal assistant duties. If based in respite service to adhere to the specific working shift requirements which includes sleepovers in Rathmore House.

10. To support the client as required in their participation of their day programme and to support them in actively participating in training and social activities
11. Be available to work in all Dublin Adult Centres and community-based programmes.

Driving

1. To transport all service users to and from their homes / day services /respite centre
2. To assist all service users on and off the accessible vehicle and to ensure all wheelchair users are clamped and secure for all journeys.
3. To support service users with their medical, personal care needs and information when travelling to respite services
4. To follow all H&S procedures in relation to driving an accessible vehicle, to clamping and all other safety procedures related to driving people with disabilities.
5. To complete all relevant training in relation to driving including Driver CPC modules.

Personal Care, including:

1. To assist with all personal care and intimate needs including toileting, bathing, dressing and undressing.
2. To assist the service users with their toileting needs, intimate care needs including incontinence
3. To observe dietary requirements of individual service users as delegated or to provide the daily supports associated with PEG feeding.
4. To assist the service users to get in/out of bed, or with other postural management requirements
5. To assist service users with mobility/exercise as instructed/trained.
6. To support the service user to access respite services

Social Care

1. To facilitate the service user to undertake training or social activities as per service user programme of care/person centred plan.
2. To assist service user to undertake exercise / swimming programmes as required.
3. To facilitate service user to attend medical /seating /other necessary appointments as requested
4. To assist the service user to achieve their personal goals

TERMS & CONDITIONS:

- Responsible to:** Service Coordinator or delegated manager.
- Probation:** A probationary period of six months applies to this post.
- Salary:** The current salary scale for this post is €26,044 to €34,514
- Annual leave:** Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.
- Pension Scheme:** Enable Ireland operates a contributory pension scheme which all members of employees may join on earlier of 1st July or 1st January following start date.
- Medical:** The successful candidate will be required to undergo a medical assessment.
- VHI:** Enable Ireland operates a group VHI scheme which you may join.
- Sick Pay:** All periods of sickness exceeding two days must be medically certified with a maximum of six uncertified days in any 12 month period. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:

Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period
- Garda Clearance/
Police Clearance:** These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.