



Job Description

Job Title	Personal Care Assistant
Location	Dublin Adult Services
Reporting to	Coordinator of Service

Overall Purpose of the Post.

The role of PA will be 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 the individual service user and as such will vary from person to person.

Duties:

1. To observe and respect the confidentiality of service users and to safeguard their privacy, dignity and values.
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.
5. To perform all duties and tasks in line with Enable Ireland guidelines and policies, and training given.
6. To immediately report any accidents or incidents/dangerous occurrences to the Coordinator.
7. To remain with your service users for the duration of their day programme and to support them in actively participating in training and social activities
8. To observe and report to the Coordinator of the Services any changes in your clients conditions and environment.
9. Assist in driving or escorting on accessible transport and facilitating Service users access college, and other community activities.

Personal Care, including:

1. To assist with bathing, showering, shaving service users where requested
2. To assist the service users with dressing and undressing.
3. To assist the service users with their toileting needs including incontinence.
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 observe dietary requirements of individual service users as delegated or to provide the daily supports associated with PEG feeding.
7. 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 for this post is from €26,044 to €34,514 for a full time post, and pro rata for part time posts. Entry point on the scale is commensurate with experience.

Annual leave: Annual leave entitlement is 30 days per annum pro-rata, and proportionately less for less than 12 months service.

Pension Scheme: Enable Ireland operates a contributory pension scheme which all members of staff may join either on 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.

**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.

Sick Leave: 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