enable ireland
Disability Services
Life With No Limits

JOB DESCRIPTION

Job Title	Personal Care Assistant
Location	Silverpine Respite House, Bray
Reporting to	Person in Charge (PIC)

Overall Purpose of the Post:
To work as part of a dedicated and innovative team in a community based house providing respite and holiday breaks for children with physical disabilities, within a quality framework.

Key Working Relationships:
Enable Ireland delivers services using the Social Model of Disability and as such has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders will be clearly identified.

Key Duties and Responsibilities

- Adhere to Guidelines for Working with Children and Families as outlined in the Code of Practice.
- Facilitate service users to be a part of their local community by assisting in their use of local resources and services, as well as taking part in activities outside the respite house.
- Enable service users to make decisions for themselves in all aspects of their lives.
- Carry out duties in accordance with Enable Ireland Health & Safety procedures and ensuring service users safety is paramount at all times.
- Be aware of health issues for each service user and administer medication accordingly to Enable Irelands medication policy. Contact a doctor or emergency service where required.
- Work with the service user to ensure that they maintain a high standard of personal and dental hygiene. Assist service users to maintain skills in these areas.
- Liaise with other staff involved with service users, e.g. therapy staff, teachers etc.

- Be familiar with the correct usage of service users' equipment.

- Act as a team member, sharing information and ideas with co-workers. This includes participating in house staff meetings as well as keeping a daily record of events in the house.

- Maintain high standards in care practice at all times in accordance with policy document.

- Participate in external courses and in service training as requested or required. Keep abreast of developments in best practice and participate in appropriate staff training/development programmes.

- Participate in supervision and personal development procedures.

- Establish and maintain good working relationships with colleagues and service users.

- Ensure that appropriate well-balanced meals are provided. Meal planning, shopping and cooking should include service users.

- Ensure the maintenance of a clean, safe and comfortable environment within the house. Domestic duties (washing and cleaning) should involve service users where appropriate.

- Maintain a child friendly and homelike environment.

- Write and keep records regarding on-going development of service users, at all times respecting the need for confidentiality.

- Drive minibus and car as required, complying with Enable Ireland policy and procedures regarding use of minibus.

- Carry out any duties required as a result of HIQA standards si 365-367.

- Any other appropriate duties.

This description is not restrictive and the post holder may be required to carry out other duties as requested by their manager.

Terms & Conditions:

Responsible to:	Person in Charge
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. Entry point on the scale is commensurate with experience.
Hours:	Various depending on service requirements (successful candidate will be required to work day/nights and weekends).
Annual Leave:	10.7% of hours worked
Pension Scheme:	Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1st July or 1st January following start date.
VHI:	Enable Ireland operates a group VHI scheme which you may join.
Medical:	The successful candidate will be required to undergo a medical assessment.
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 Pay: (if applicable)	All periods of sickness exceeding two days must be medically certified. 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.