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| **BEAM Services****Job Title:** **Relief Health Care Assistant Panel****Day and /or Residential Services** | Timeline  Description automatically generated |
| **Location** | BEAM Services, Bagenalstown. |
| **Hours** | Relief as & when hours available  |
| **Contract** | Relief Contract (As & when) |
| **Panel**  | A panel of successful applicants will be formed. |
| **Salary** | Linked to the HSE (2023) Health Care Assistant Salary Scale of €30,755.00 - €43,909 per annum **pro-rata** which equates to €15.72 - €21.65 per hour |
| **Reporting Relationship** | Team Leader & Person in Charge (Residential)or BEAM Day Services Supervisor and the Day Services Manager (Day Service) |
| **Working Relationships** | **Liaises with:*** Members & their families as required.
* The staff team & Social Care Leader (PIC) in BEAM Residential Services
* The Manager / Deputy Manager and staff in BEAM Services
* Any Multi-Disciplinary supports attached to the service
* All other relevant stakeholder
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| **Job Summary** | The Health Care Assistant will be committed to delivering a high standard of service in line with the ethos and vision of Beam Services. He/she will undertake all daily activities & routines of the designated centre they are working in. This includes direct support to service users, household tasks and administrative duties.Health Care Assistants must be able to work on their own initiative, be part of a team and be able to plan and organise daily activities and routines within the designated centre/day service. This role involves working shifts on a rostered basis and will include the following, day work, evening work, overnights, and weekends.The Health Care Assistant will need to be able to work as part of a team ensuring best practice service delivery in line with HIQA Standards & Regulations as well as ensuring a Person-Centred approach to service delivery. |
| **Duties & Responsibilities** | * The Health Care Assistant will work proactively as a member of the staff team and contribute positively to ensure good teamwork, in both day and residential settings.
* To ensure that the house/designated centre/day service is maintained to a high standard, i.e., that domestic duties are completed to a high standard.
* Will be able to work as part of a team to ensure a Person-Centred approach to service delivery for all individuals that we support ensuring that all residents have positive life experiences.
* There will be flexibility in working hours & locations to ensure that all members in Beam Services are supported within Residential Services.
* The Health Care Assistant will work as part of a team to ensure that residents can make choices, develop self-advocacy skills and be an active citizen in their local community.
* The Health Care Assistant will support the Keyworker to ensure that all goals are met and actioned. They will also support the Health Care Assistant to ensure that documentation is current and up to date.
* They will support the development & implementation of appropriate training, leisure, social and personal activities for Residents within their area.
* Ensure that any obstacles identified in relation to Residents goals are identified and brought to the PIC’s/Manager’s attention. They will work as part of the staff team to put a plan in place to overcome the obstacles.
* Driving is an integral part of this role. They will be competent and confident while driving Service vehicles and carry out the mandatory checks as required.
* To be familiar with all policies and procedures within the service and ensure that they are adhered to.
* Report all accidents/incidents/complaints/concerns/compliments and fill out the appropriate paperwork.
* Be familiar with service requirements in terms of New Directions, the Health Act 2007 and HIQA Regulations and Standards.
* To attend and participate in staff meetings, training sessions, supervision, and mentoring sessions to develop and extend knowledge and skills on every issue in relation to the designated centre and residents.
* In terms of safeguarding concerns, to report all matters of concern to the Designated Officer (DO).
* To attend staff training as required be it mandatory training or non-mandatory training.
* To be Health & Safety conscious and report faults to the Health & Safety Coordinator, participate in Fire Drills and support members during the drills. To abide by the Health & Safety Statement in Beam Services.
* To identify risk, assess the risk and document appropriately as per the Risk Policy in Beam Services with the support of the staff team.
* Maintain strict confidentiality in relation to members and the business of Beam Services. You will over the course of your employment have access to or will hear information concerning the medical or personal affairs of residents who use the service and/or staff or health service professionals. Such records and information are strictly confidential and on no account may be divulged or discussed except in the performance of normal duty.
* Employees within Beam Services are expected to have a high degree of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post within the service are likely to change with the ongoing needs and development within the service. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time.

*The above Job Description 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 him/her from time to time and to contribute to the development of the post*. |
| **Personal Specifications** | **Education & Training:*** A FETAC Level 5 qualification in Health Care is a requirement for this position.

**Experience:*** 6 months experience in the field of health care is essential.
* Proven competence in the care and support of the adults with intellectual disabilities and a genuine interest in this area is required.

**Knowledge & Skills:*** A sound knowledge and proven ability to interpret and apply legislation such as The National Standards for Adults with Disabilities.
* Applicants must have excellent communication skills and be highly motivated.
* Excellent record keeping skills are required.
* Proven ability to develop positive relationships with a variety of stakeholders.
* A Full Clean Irish Driving Licence

**Competencies and Values:*** Human Rights Based Approach
* Resilience, Positive Attitude & Openness to Change
* Effective Communication & Working Relationships
* Planning, Organising & Reprioritising
* Innovation, Creativity & Problem Solving
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| **Personal Specification:** | A strong commitment to caring and an empathetic understanding of those with an intellectual disability are essential attributes for this role. The successful candidate should possess excellent people skills, be flexible and have experience with rapid and complex changing work environments.  |
| **Professional Expectation** | You will be expected to keep abreast of current developments and best practice in Social Care. In this respect you may from time to time be required to attend appropriate courses and seminars.The Health Care Assistant must be aware of ethical policies and procedures which pertain to the sector including:* National and BEAM Services agreed Policies and Codes of Good Practice.
* New Directions
* Safeguarding Vulnerable Persons at Risk of Abuse.
* Confidentiality Guidelines.
* Data Protection Guidelines (GDPR).
* Equal Opportunity Principles.
* Health & Safety requirements in compliance with BEAM Services instructions.
* Be fully familiar with fire precautions and fire drills.
* Notification of accidents, incidents, and other reportable events.
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| **Confidentiality** | In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of service users or staff or other centres business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them. |