



Saint Joseph's Shankill

Dedicated to Dementia Care

JOB DESCRIPTION

Title:	Healthcare Assistant, Saint Joseph's Shankill
Responsible to:	Chief Executive
Reporting to:	The Director of Nursing
Salary:	Grade 383MER
Hours of Work:	39 Hours (Weekly Full Time)

DUTIES & RESPONSIBILITIES

Principal Duties and responsibilities

The following is not an exhaustive list of duties and responsibilities, but is intended for the guidance of the post holder. From time to time other duties and responsibilities may be assigned as appropriate.

The Health Care Assistant will:

- Demonstrate attitudes and beliefs consistent with being person centred and uphold the philosophy of the Hospitaller Order of Saint John of God.
- Display an awareness and evidence on a daily basis of why feelings matter most to individuals
- Demonstrate commitment to and skills in the person centred approach 'Being a Butterfly', effectively neutralising neutral care.
- Show evidence of being focused on people's feelings when providing personal care and knowing how to turn a task into positive social interaction.
- Demonstrate within the team a relaxed manner and a skill in 'going with the flow' emphasising people's individual needs and not tasks and routines whilst ensuring work requirements are met.
- Present a positive approach, not controlling language and actions towards people.
- Display a sense of spontaneity and ability to change the moment positively for people.
- Seek to remove all potential controlling elements of care cultures and to remove all features of a 'them and us' care approach.
- Effectively maintain care records that emphasise and can be measured as delivering on a daily basis a person centred approach.
- Contribute to the development of an Enriched Care Plan and assist in its implementation and evaluation in consultation with the person's family / relative as appropriate
- Contribute positively to a team approach in being person centred with one another.

- Meet an individual's physical and personal care needs to a high quality standard and with sensitivity under the guidance of the staff nurse or CNM 2..
- Know how to and demonstrate evidence of increasing individual's well-being and reducing ill-being
- Support families, friends and supporters of people experiencing a dementia balancing this with the promotion of a person centred approach to individuals.
- Assist in the preparation and serving of food ensuring that mealtimes are a social occasion for people
- Saint Joseph's Shankill has a strong commitment to volunteering. Volunteering is a two-way process which benefits volunteers and the organisation. The volunteer team make moments matter for the people in our care and complements the care provided by our dedicated staff. Your role will involve engaging with and supporting our volunteer team.

Health and Safety

- Conduct his / herself in a manner that conveys respect of the person and ensures safe care
- Report any incidents / accidents or allegations concerning a person living in Saint Joseph's, any staff member or visitor in keeping with Saint Joseph's policies.
- Ensure completion of DATIX forms for all incidents or near misses
- Undertake and meet all legal requirements with a context of promoting individuals' rights and measuring /reducing elements of risk
- Not undertake any duty related to the care of a person for which he /she is not trained
- Apply precautions at all times to minimise the risks of cross infection e.g. clean up any spillages of bodily fluids
- Ensure that all equipment is stored and cleaned correctly, and storage areas are kept clean and tidy
- Report any breakage or malfunction of equipment to the staff nurse or CNM
- Adhere to Saint Joseph's dress code policy

Education and Training

- Attend induction and mandatory in-service education
- Participate in and implement learning which develops one's own emotional self-awareness and a person centred approach toward others.
- Participate in appraisal and the development of a personal development plan in conjunction with the CNM
- Attend training, development and review sessions as may be scheduled from time to time

Administrative

The Health Care Assistant will:

- Maintain and monitor appropriate levels of consumables supplies in the unit
- Maintain appropriate records to facilitate the ordering process / enable cost monitoring in line with financial regulations
- Answer the telephone, respond to queries, take messages and deal with queries as appropriate / agreed with the Registered Nurse
- Promote a culture that values diversity and respect in the workplace

November 2018