



JOB SPECIFICATION

Job Title and Grade	Healthcare Assistant/Multi-Task Attendant
Location of Post	The Nazareth Nursing Home
Organisation	Nazareth House Management
Details of Service	<p>The Nazareth Nursing Home is a HIQA registered 70-bedded voluntary not for profit nursing home providing the following services:</p> <ul style="list-style-type: none"> • Continuing Care • Palliative Care • Respite • Convalescence
Reporting Relationship	<i>Reports to the Staff Nurse on duty and/or the Clinical Nurse Manager</i>
Purpose of the Post	<ul style="list-style-type: none"> • To be part of the nursing team and work as a key/link to ensure that all aspects of the residents allocated care plans are adhered to, developed and reviewed on a three monthly basis. • To help promote as much personal and physical independence and choice as possible in the activities of daily living undertaken by the residents within the Nursing Home. • To help maintain a stimulating and attractive environment for the residents. • To provide basic activities of living care and support to residents in accordance with best practice and in accordance with NHM policies • To ensure that all work is client focused and upholds the principles of choice, respect, dignity, privacy, independence and fulfilment
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • To assist in the direct care provision of all aspects of the service users assessed needs, which may include; • Documenting and obtaining basic observations i.e. respirations, temperature, pulse, Blood Pressure etc. • Assisting residents with washing, dressing and undressing. • Participation in the basic nursing care of the residents under the supervision of trained staff e.g. bed bathing, pressure area care, mouth care, bowel care and eye care. This activity may include documenting observations of aspects of care administered.

	<ul style="list-style-type: none"> • To assist the residents with their toileting needs, including continence promotion. This activity may include documenting observations of aspects of care administered and/or obtaining samples. • To change beds, tidy residents' rooms, do light cleaning and nursing office filing of resident's records as required. • To follow correct procedures in relation to Laundry segregation and the care of all residents belongings • To carry out cleaning of all residents equipment through the completion of cleaning schedules as set out by CNM • To assist with problems relating to mobility, including those of mobility aids, where appropriate. • To help in the preparation and serving of meals and drinks, feeding those residents who are unable to feed themselves and ensuring that each resident receives the meal or diet that he/she has requested and is suitable for his/her needs. This activity may include documenting observations of aspects of care administered for example, fluid balances. • To record and co-ordinate the residents food preferences at meal times • To help with the admission and discharge of residents, including listing of resident's property/clothing. • To convey relevant information about the residents to the nurse in charge, in order that the individual plan of care may be regularly updated and appropriate care given, paying particular attention to any changes observed in the service users physical or psychological condition. • Assist in weighing of residents. This activity may include recording observations of aspects of care administered. • Report immediately to the nurse in charge, any accident or untoward incident, which may occur to a resident, a member of staff, a visitor or themselves. • Maintain confidentiality regarding all aspects of resident's personnel particulars. • Assist in activities including resident's entertainment, celebrations and as per the individual resident's preferences and activity plan. • To help to maintain a safe environment for staff, residents and visitors, through awareness of health and safety policies and by attending training as required. • To attend appropriate training programmes/courses as available, which will further existing knowledge. • Answer the telephone, take clear messages and contact the nurse in charge immediately. • To undertake any other duties as required, in order to keeping the Nursing Home running smoothly, as delegated by the nursing staff or CNM 2.
Eligibility Criteria Qualifications and/ or experience	Candidates must, on the latest day for receiving applications: <ul style="list-style-type: none"> • Have a QQI/FETAC Level 5 Award received with a module on care of the Older Person completed • At least one years' experience in a similar role • Desirable- Nursing Home Experience

	<ul style="list-style-type: none"> Nazareth House Management are 24/7 operation that are open for 365 days per year, as a result we expect all employees to be flexible in their working hours. Hours of work will vary from time to time and will form part of a flexible 7 day roster.
<p>Essential skills, competencies and/or knowledge</p>	<p><u>Essential Skills</u></p> <ul style="list-style-type: none"> Excellent communication skills. Excellent interpersonal and problem solving skills. <p><u>Essential Competencies</u></p> <ul style="list-style-type: none"> Ability to work well as a member of a proactive team Ability to organise their own work, set clear goals and ensure delivery. Ability to work autonomously but also to work under direction. Flexibility and an ability to adapt to changing situations. Excellent documentation skills. Good self-awareness. Caring, kind and approachable. Show enthusiasm and commitment. Display an interest in their own personal development. Set a professional standard and act as a role model for others. Flexibility, to work different rotas at either site at the Nazareth Nursing Home or the Ballymote Community Nursing Unit as required, including shift-work with night duty or day duty as the needs of the residents or the rota requires. <p><u>Healthcare Knowledge</u></p> <ul style="list-style-type: none"> Good clinical care practice awareness. Knowledge of approaches to care. Of the organisation. Local Services. Health Policy, Procedures & Guidelines. Reporting arrangements. Basic first aid. Basic observations and sample taking. <p><u>Professional Knowledge:</u></p> <ul style="list-style-type: none"> Knowledge of infection control in general and older persons Services in particular. Falls their causes and how they can be prevented in a residential setting for older people. Important aspects of manual handling and lifting of the older person. Dysphagia and its relevance when meeting the hydration and nutrition requirements of the older person. An understanding of the care and support of the dying and their circle of support. Knowledge of the types of Elder Abuse and how to respond to it. Knowledge of HIQA and the Standards as they are applied to residential units for Older Persons.
<p>Shortlisting</p>	<p>Applicants may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment documentation.</p>

	<p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge section of this job specification.</p>
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