



County Roscommon Disability Support Group CLG

Person Specification and Job Description Personal Assistant (PA) to People with Disabilities

Policy: Recruitment Selection and Retention of Staff Policy

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| Issue Date: | April 2012 | Revision No. and Date: | REV 003 | 30.01.2023 | Review Date: | Dec 2025 |
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Person Specification: Personal Assistant (PA) to People with Disabilities

Main Purposes of Post:

As a Personal Assistant (PA) your role is to provide a service that meets the needs of the service user and respects the rights, culture, dignity and care needs of the individual. You must respect the privacy of service users and confidentiality must be maintained at all times.

| Attributes | Requirements | Desirable | How identified |
|-----------------------|--|---|---|
| Qualifications | <p>Major QQI Level 5 in Healthcare Support; Health Service Skills; Community Care; Nursing Studies or equivalent to or at a higher level*.</p> <p>If progressing towards a major Award must have a minimum of <u>three (3) modules</u> completed and a commitment to completing QQI Level 5 in a Health care discipline in either Community & Health Services, Health Service Skills or Healthcare Support or other relevant qualification, in the permitted timeframe.</p> <p>Certificate in Patient and Manual Handling.</p> <p>Introduction to Children First (HSeLanD eModule)</p> <p>Safeguarding Vulnerable Persons at Risk of Abuse Training (HSeLanD eModule).</p> <p><i>*A degree in Allied Therapy disciplines such as nursing, physiotherapy, occupational therapy, speech and language and podiatry will be accepted instead of QQI Level 5. The same applies to Social Work/Social Studies degrees.</i></p> <p>Healthcare qualifications from outside Ireland that are relevant to healthcare/home care will be accepted as long as they have comparable modules of an equivalent standard.</p> | <p>Minimum of one QQI module completed in disability awareness e.g., Disability Focus Awareness or Certificate in Disability Studies.</p> <p>First Aid Responder (FAR) – Pre-Hospital Emergency Care Council (PHECC) accredited (<i>previously Occupational First Aid</i>);</p> <p>Safety Awareness;</p> <p>Infection Prevention and Control;</p> <p>Infection Prevention and Control HSeLanD Training;</p> <p>Dementia HSeLanD Training;</p> <p>Putting on and taking off Personal Protective Equipment (PPE) HSeLanD Training;</p> <p>GDPR HSeLanD Training</p> | <p>Application Form</p> <p>CV</p> <p>Interview</p> <p>Original Certificates or letters from Educational Institutes/ Establishments or QQI</p> |
| Experience | <p>Relevant Experience in Health Care.</p> <p>Experience in care service provision for persons with disabilities.</p> | <p>Care Skills and Personal Care Training and Experience</p> | <p>Interview</p> <p>Application Form</p> <p>Reference Checks</p> |
| Knowledge | <p>Demonstrates an understanding of the role of Personal Assistant to person with a physical or sensory disability.</p> <p>Competent in basic health care duties required for the post.</p> <p>Willing to develop skills and competencies relevant to the role and undergo education/training on an on-going basis.</p> | | <p>Application Form</p> <p>Interview</p> <p>Induction</p> <p>Application Form</p> |
| Communication | <p>Demonstrates good communication skills i.e., verbal, written, listening to engage with clients, families, and</p> | | <p>Interview</p> |



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| | <p>colleagues and maintain the confidentiality of the service.</p> <p>Ability to understand and communicate effectively with clients.</p> | | <p>Application Form</p> <p>Induction</p> |
| Interpersonal Skills | <p>Able to communicate routine information to the Service User in a sensitive and professional manner.</p> <p>Must be able to interact at all levels of the organisation.</p> <p>Demonstrates resilience, self-awareness and empathy, i.e., strengths, weaknesses, personal qualities and skills.</p> <p>Ability to plan and complete service provision allocated in the Individual Service Provision Plan and to organise workload in a methodical manner and deal with the unexpected should it arise.</p> | | <p>Interview</p> <p>References</p> <p>Induction</p> |
| Disposition / Personal | <p>Ability to show leadership and accountability.</p> <p>Ability to show respect the dignity and privacy of service users ensuring confidentiality.</p> <p>Demonstrates motivation, reliability and commitment.</p> <p>Ability to work on one's own initiative, independently as well as part of a wider multidisciplinary/multi-agency team.</p> <p>Demonstrates an ability to value the opinions of others.</p> <p>Must be willing to work as part of a team including work outside of normal hours.</p> <p>Demonstrates flexibility and adaptability.</p> <p>Ability to work in a challenging and busy environment.</p> | | <p>Interview</p> <p>Application Form</p> <p>References</p> <p>Induction</p> |
| Physical effort/skills | <p>Fitness to do the job.</p> <p>Ability to work with manual-handling policy.</p> <p>Knowledge and trained in the use of hoists on the recommendation of Occupational Therapists (OTs) and Physiotherapists.</p> <p>Must be Hepatitis B immune or be willing to undergo an immunisation course.</p> | | <p>Medical Certificate of Medical Fitness signed by Registered Medical Practitioner</p> <p>Induction</p> |
| Other Requirements | <p>Full clean Irish or EU driving licence and access to a car (where applicable).</p> <p>Valid car tax, NCT and insurance.</p> <p>Insurance Indemnity for RSG and HSE (where applicable)</p> <p>Satisfactory Garda Vetting</p> <p>International Police Clearance and Work Permit (<i>if/where appropriate</i>)</p> | | <p>Signed statement</p> <p>Relevant documentation</p> |



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A certain degree of flexibility with regard to the reasonable functions and duties and days and times of the work (which may include weekend and Sunday work) you perform will be required in the interest of the smooth running and efficiency of the job.

Duties may include among other things assisting the service user with some or all of the following, this list is not exhaustive and required services will vary depending upon individual needs:

- Organise and participate actively in the recreational, educational, and training programmes of service users.
- Implement care plans.
- Delivery a person centred approach service for each service user.
- Support service user medication management, as per Individual Care Plan.
- Provide a safe and supportive and empowering environment for service users.
- Personal care, as per Individual Care Plan.
- Dietary care, e.g., observe dietary intake.
- Meal Preparation, as per Individual Care Plan.
- Household duties, e.g., undertake essential household duties as per Individual Care Plan to maintain a safe environment pertaining to the service user.
- Social & Non-Domestic Work e.g., personal shopping where no other supports exist; financial matters if required by service user but in consultation and agreement with the Care Team.
 - Encourage Service Users to exercise independently, where appropriate. Only use appropriate mobility devices and delegated exercise programme as per Individual Care Plan.
 - You may be required to drive your motor vehicle or service users motor vehicle if applicable to the Individual Care Plan and agreed by County Roscommon Disability Support Group CLG (RSG). You will be required to have full insurance and indemnity to County Roscommon Disability Support Group CLG (RSG) and the Health Service Executive (HSE). Any costs incurred will be met by the service user. You will be required to take general care of motor vehicle.
 - You will be required to maintain and take general care of wheelchair and other equipment.
 - Assist service users to social events; hobbies; doctor's appointments; hospital; physiotherapy etc.
- Patient Lifting and Manual Handling – in accordance with training guidelines when assisting the service user be aware at all times of your own health and safety and use appropriate lifting equipment i.e., hoist, banana board whilst assisting ~~Assist~~ service user with transfers.
- Care Books, where service user choses to use one, must be completed daily recording the time you enter and leave the workplace and duties you completed.
- Report any change in Service User's condition; changes in general health, well-being and skin integrity to a member of the Care Team and appropriately record in the Care Book.
- Health and Safety, all care practices must be in line with Health and Safety, and you must adhere to all training guidelines – operate safe working practices and procedures. All employees have responsibility for the management of risk in their workplace and report any hazards to Care Coordination Team.
- Comply fully will all company policies and procedures, including:
 - RSG's Safeguarding Vulnerable Persons at Risk Policy and Procedure
 - Mandatory Training Policy and Procedure (and attend training as appropriate)



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- Personal Protection Equipment (PPE) and Infection Prevention and Control policies
- Maintain a safe and healthy environment for one’s own self and others in accordance with company risk management and infection control policies and procedures.
- Undertake assigned duties under the direction of the Care Coordination Team member in such a way as to ensure that care is of a high standard.
- Take responsibility for the safe handling of property and equipment belonging to the service user.
- Report all complaints in accordance with RSG’s Complaints (Services) Policy.

Promote and Encourage Independence:

You should always promote independence by encouraging your service user to carry out simple tasks rather than just ‘doing’ if for them. The nature of independence depends on the person’s abilities and disabilities, so you may need to look for activities that they can do. The promotion of independence may mean that the person you are assisting appreciates that you see them as individuals with their own capabilities. Remember encourage means not to do the task but to help the Service User become more involved.

In general, doing with the service user, whatever it is that they need in order to take control of and responsibility for their own lives and to participate in the wider community, will be entirely specific to the needs of the individual Service User. You and the Service User will both work in conjunction with **RSG** who will assist in providing an **Individual Care Plan** which will include a personalised time rota plan and duties specific to the individual Service User.

RSG will provide both on the job and class-based training throughout the year. All other matters relating to terms and conditions of employment are included in your contract of employment.

Signed:

Date:

Employee

County Roscommon Disability Support Group CLG (RSG) is an Equal Opportunities Employer