

PERSON SPECIFICATION

JOB TITLE: PERSONAL ASSISTANT

Main purposes of post:

- To provide a professional, caring and holistic Personal Assistant Service to a person with a Disability per their Person Centred Plan

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>QQI Level 5 in Person Centred Focus to Disability or Certificate in Disability Studies of Social Work/Social Studies degree</p> <p>Certificate in Patient & Manual Handling</p> <p>*A degree in Allied Therapy disciplines such as nursing, physiotherapy, occupational therapy, speech & language and podiatry will be accepted instead of QQI Level 5 but if statutory mandatory training is not covered in the degree course then Care Skills and Care of the Older Person will have to be completed. The same applies to Social Work/Social Studies degrees.</p> <p>Healthcare qualifications from outside Ireland that are relevant to home care will be accepted as long as they have comparable modules of an equivalent standard</p>	<p>Occupational First Aid; Safety Awareness; Infection Prevention and Control; Safeguarding of Vulnerable Adults; Child Protection Training</p>	<p>Application Form Interview Original Certificates or letters from Educational establishments or QQI</p>
Experience	<p>Relevant Experience In Health Care or working with people with disabilities Experience in Caring for Others</p>	<p>Care Skills and Personal Care training and Experience</p>	<p>Interview Application Form Reference Checks</p>
Knowledge	<p>Demonstrates an understanding of the role of Personal Assistant to a person with a 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 Interview Induction</p> <p>Interview Application Form</p> <p>Interview Application Form</p>

COUNTY ROSCOMMON DISABILITY SUPPORT GROUP CLG
Personal Assistant Services

Communication	Demonstrates good communication skills i.e. verbal, written, listening		Induction
Interpersonal Skills	Ability to communicate effectively in English Language and language of the Service User Able to communicate routine information to the Service User in a sensitive & professional manner Must be able to interact at all levels of the organisation Demonstrates self awareness, i.e. strengths & weaknesses, personal qualities & skills		Interview References Induction
Disposition / Personal	Demonstrates motivation, reliability & commitment Ability to work on own initiative, independently & as part of a team Demonstrates an ability to value the opinions of others Must be willing to work as part of a team including work outside of normal hours Demonstrates flexibility & adaptability		Interview Application Form References Induction
Physical effort/skills	Fitness to do the job Ability to work with manual-handling policy Ability to handle equipment Must be Hepatitis B immune or be willing to undergo an immunisation course		Medical Certificate of Medical Fitness signed by a Registered Medical Practitioner Induction Relevant Documentation
Other Requirements	Full clean driving licence and access to a car Valid car tax and insurance Insurance Indemnity for RSG & HSE Work permit		Signed statement Relevant documentation