

## Health Care Assistant (H.S.A) Housing First

<b>Job Title:</b>	<b>Health Care Assistant (H.S.A)</b>
<b>Reports to:</b>	Service Manager – Housing First
<b>Location:</b>	Galway County and surrounds
<b>Contract details:</b>	1-year fixed term, 37 hours per week
<b>Salary Details:</b>	HSE Health Care Assistant 02/02/22 scale €30,601- €39,439
<b>Job Purpose:</b>	To support people who have significant social care needs who live in their own homes, to live independently, and enhance their independent living skills.
<b>Main duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ To carry out all tasks that facilitate the person being supported to live as independently and as well as possible and experience some of the good things in life.</li> <li>▪ To work collaboratively with the case managers (HSO's) to come up with optimal support plans with the person being supported.</li> <li>▪ To take a calm, kind, respectful and proactive approach with the person being supported.</li> <li>▪ Maximise the person's dignity at all times.</li> <li>▪ To assist as necessary with practical tasks of independent living: such as bill payment, home management, budgeting, self-care, follow through on health and well-being and community engagement.</li> <li>▪ To assist with the operation, organising, and general tasks in the wider service and as assigned by the line manager.</li> <li>▪ To act as appointed First Aid Responder as required.</li> <li>▪ Carry out all duties with reasonable care, ensuring your own safety and the safety of the person you are supporting.</li> <li>▪ Act in a professional manner in all circumstances when engaging with clients, colleagues, other agencies and the public.</li> <li>▪ To systematically log and record all interventions in line with policies and protocols.</li> <li>▪ Maintain confidentiality on all matters relating to staff, volunteers, clients and general Simon Community Business.</li> <li>▪ Be aware of and adhere to all current Simon Community Policies and Procedures.</li> </ul> <p><b><u>Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ Act as appointed First Aid person as required.</li> <li>▪ Carry out all duties with reasonable care.</li> <li>▪ Be proactive in ensuring optimal infection control in the service environs.</li> <li>▪ Ensure that designated fire procedures are carried out.</li> <li>▪ To be vigilant in relation to health and safety and welfare risks in the workplace and bring concerns to the attention of the line manager or health and safety representative.</li> <li>▪ Ensure the Health, Safety and Welfare of clients is prioritised at all times within services.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Participate in routine maintenance, cleaning, and health and safety inspections, in line with operational procedures and standards.</li> </ul> <p><b><u>Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>▪ Work in an organised and efficient manner in order to effectively meet the needs of a diverse caseload.</li> <li>▪ Be part of a team that has a clear commitment to the delivery of a high-quality service, and accords with recognised best practice.</li> <li>▪ Act in a professional manner in all circumstances when engaging with clients as well as other support agencies.</li> <li>▪ Work in a culturally appropriate way with people from a range of ethnic and cultural backgrounds</li> <li>▪ Have a willingness to adopt and adjust as needed to maintain effective working relationships with clients that are focused on ensuring their support needs are most effectively met.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>▪ Systematically log and record all interventions with and on behalf of clients, utilising the Tools identified by GSC such as PASS, &amp; Vi-Clarity etc.</li> <li>▪ Work in accordance with Health and Safety guidelines and best practice.</li> <li>▪ Work within the Guidelines of Children First, and follow necessary procedures where concerns around children’s safety and welfare are encountered.</li> </ul> <p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>▪ Attend and participate in training courses as required.</li> <li>▪ Identify areas of future training need.</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>▪ Maintain confidentiality on all matters relating to staff, volunteers, clients and general Simon Community Business.</li> <li>▪ Be aware of and adhere to all Simon Community Policies and Procedures currently in operation.</li> <li>▪ Attend staff and other meetings as appropriate.</li> <li>▪ Provide up to date information and support to other Services within Galway Simon Community as necessary.</li> </ul> <p>The above job description is not intended to be a comprehensive list of all key duties/responsibilities involved and consequently, the person can be required to perform other duties as appropriate to the position, which may be assigned to them from time to time.</p>
<p><b>Person specification:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Candidates must have a relevant qualification to a minimum of FETAC level 5 e.g. Care Assistant/Care of the elderly etc.</li> <li>▪ 1 year’s experience working in a similar role within a social care setting</li> <li>▪ Experience of record keeping and report writing.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Demonstrate a capacity to work with vulnerable clients in a calm and effective manner.</li> <li>▪ Subscribe fully to Galway Simon Community values and mission</li> <li>▪ Have a valid and full clean driver’s licence; access to own vehicle for work-related purposes and be able to obtain insurance to indemnify Galway Simon and carry passengers in relation to work-related duties.</li> </ul> <p><b>Desirable</b></p> <p>Candidates with one or more of the following will have a distinct advantage;</p> <ul style="list-style-type: none"> <li>▪ Health and safety training</li> <li>▪ Previous experience of Lone Working</li> <li>▪ Experience of working with vulnerable and disadvantaged groups</li> </ul>
<b>To Apply:</b>	<p>All applicants should submit a CV to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a>, by <b>5pm on closing date on 26<sup>th</sup> May 2024</b></p> <p>If you have any questions in relation to this position, please contact the HR department via email <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a></p>
Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.	