



# WE ARE HIRING!

*Our vision is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.*

Clarecare is a professional social enterprise organisation providing a range of people centred social services to individuals and families in County Clare for over 50 years. Current services provided include Family Support, Older Person Services and Bushypark Addiction Treatment Services. Clarecare's headquarters are based in Ennis with local offices in Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on [www.clarecare.ie](http://www.clarecare.ie) and [www.bushypark.ie](http://www.bushypark.ie)

## **JOB DESCRIPTION – MULTI-TASK ASSISTANT – KILLALOE DAY CENTRE**

**TITLE:** Multi-Task Assistant (MTA)

**ROLE:** Working under the guidance of the Day Centre Manager, the Multi-task Assistant will support the provision of a high quality, effective and efficient person centred care to clients in receipt of day care.

**OBJECTIVE:** This is a part-time permanent contract of employment of 3 days per week (Tuesday to Thursday inclusive) to assist with the delivery of a Day Care Service at Clarecare's Day Centre facility in Killaloe for up to 20 older persons from Tues – Thurs per week.

**JOB RELATIONS:** The Multi-Task Assistant will report to the Day Centre Manager and work closely with other Day Centre staff members e.g. Cook, Kitchen Assistant, General Healthcare Assistants/MTA's. The Multi-Task Assistant will also be part of the wider Older Persons Services Team in Clarecare.

**JOB LOCATION:** The position offered is currently based in Clarecare's Killaloe Day Centre at Clarecare, Hill Road, Killaloe, Co. Clare. Location may change based on operational requirements.

**HOURS OF WORK:** 9.00 a.m. to 4.30 p.m. daily i.e. 7.5 hours working day inclusive of 30 mins. rest break over 3 days per week Tuesday to Thursday inclusive. You are required to be flexible regarding your start/finish time / work hours and work days per week to meet the operational requirements of the Service.

### **RESPONSIBILITIES OF THE POSITION:**

#### General Responsibilities:

- To report to the Day Centre Manager or designate.
- To adhere to Clarecare policies and procedures in relation to your work with Clarecare.
- Ability to maintain the principles of confidentiality in all areas of work.
- To maintain files in accordance with Clarecare standards in order to ensure that good record keeping practices are in place.
- To work as part of the wider Clarecare Structure.
- To support the work of staff, volunteers, students and others involved in Clarecare.
- To attend supervision sessions with your Line Manager.
- To maintain professional boundaries in all work with clients, staff, volunteers, external suppliers, etc.
- To perform such other duties appropriate to the office as may be assigned to you by your Line Manager or designate.
- Attend meetings in connection with Day Care Centre.



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- Attend and participate in all mandatory and other relevant training as advised by your Line Manager.
- Attend other meetings as required.

## **Specific Responsibilities:**

- Assist and support clients attending the Day Centre facility including accompanying the Mini-Bus Driver on pick-up/drop-off of clients.
- Assist and support clients with Activities of Daily Living (ADL) e.g. eating/drinking/toileting, etc.
- Be willing to undertake additional training to enhance the role e.g. Sonas, Fit for Life training and complete all training requirements identified by the Day Centre Manager or designate.
- Respect clients and their families showing dignity, courtesy and professionalism at all times.
- Assist in the provision of a quality service and work in line with Clarecare and locally devised policies and procedures.
- Maintain the confidentiality of all information made available to him / her during the course of his / her work.
- MTA's must maintain acceptable levels of personal hygiene and must ensure that they dress appropriately and wear suitable footwear and abide by the full terms of Clarecare's *"Head to Toe (Personal Presentation and Personal Hygiene) Policy and Procedure"* and any other relevant policies/procedures.
- It is incumbent upon MTA's to carry out the work in a safe and professional way and abide by and adhere to the specific instructions as well as the full terms contained in policies and procedures of Clarecare e.g. "Code of Conduct and Behaviour Policy...." CCHR006 and HSE's Policy on "Safeguarding Vulnerable Persons at Risk Of Abuse", Dec 2014 and HSE Policy on "Safeguarding Children", Children First Act 2015 and any other relevant policies & procedures.
- Carry out assigned and delegated responsibilities involving direct care with clients.
- Where relevant, assist clients in engaging with Centre activities/entertainment and in consultation with the Day Centre Manager, identify and develop activities to enhance service delivery.
- Responsible for the general cleaning of Service areas (e.g. bathrooms/shower/public areas e.g. Hallways, including floors and walls - ensuring all areas are clean (sweeping/mopping) and hygienic)) as identified by the Day Centre Manager and ensure the agreed standard of cleanliness and hygiene (as per Clarecare protocols/best practice regulations/standards) are maintained in all areas and appropriately documented in line with Clarecare and locally devised policies and regulations.
- Be familiar with your responsibilities and willing to undertake same, in accordance with the role of Multi-Task Assistant.
- Ensure policy and procedures are correctly followed and adhered to, in accordance with Environmental Health & Health & Safety, Centre protocols, etc.
- Report any defects on equipment to the Day Centre Manager e.g. wheelchair/reclining chair defects and ensure all equipment is stored safely.
- Wear relevant personal protective clothing (i.e. gloves, mask, apron/gown etc) as per Clarecare and HSE regulations/Public Health guidelines) on a daily basis e.g. when cleaning and attending to clients and carrying out general/deep cleaning of relevant work areas.
- Ensure all relevant work areas are free from rubbish and are swept and cleaned daily/weekly.



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- Listen effectively and carry out tasks in a timely manner.
- Ability to quickly understand instructions and follow them closely.
- Well-developed communication skills and ability to interact socially with clients and peers/staff/others.
- Excellent customer service skills.
- A great team player.
- Be willing to undertake any other relevant duties as assigned.

## REQUIREMENTS/QUALIFICATIONS FOR THE POSITION:

### Essential Requirements:

- Minimum of QQI Level 5 qualification - 2 modules i.e. Care of the Older Person **and** Care Skills).
- Valid and current Manual Handling/Patient Handling Certification.
- A keen interest in, and a passion for, caring for the older person.
- High level understanding of hygiene and care procedures with ability to clean to the highest standards.
- Ability to work with older people in a professional capacity with a keen understanding of their needs.
- Excellent time keeping, communication, organisation and interpersonal skills with the ability to work on own initiative and as part of a team in a fast-paced working environment.
- A positive 'fit to work' medical.
- A positive Garda clearance/vetting.
- Two positive written references from your current and most recent employer.
- A knowledge of the work & ethos of Clarecare.

### Desirable:

- Previous professional experience of working in a care setting.
- Current First Aid training.
- Full driving licence.
- Current HACCP certification.

### SALARY/GRADE:

- €13.83 gross per hour worked.

### Benefits:

- 15.5 days annual leave per annum per full leave year (Jan-Dec) excluding Public Holidays
- Defined Contribution Pension Scheme Membership/Death in Service Benefits on successful completion of 6 months probation.
- Access to Clarecare's Sick Pay Scheme Benefits.
- Ongoing Training & Development opportunities.
- Free access to Employee Assistance Programme Services via VHI.
- Payroll deduction facility for Hospital Cover Health Insurance.
- Cycle to Work Scheme.

This Job Description aims to provide an accurate and concise summary of the Job and its main duties and responsibilities. However, it is not intended to be restrictive or absolute.