



### Position Description

Job Title: Health Care Assistant ( Part Time )  
Reporting to: Nurse on Duty  
Location: MS Ireland Care Centre, Bushy Park, Rathgar, Dublin  
Contract: Part Time

### **MS Ireland Vision**

MS Ireland has a vision of Irish society where all people affected by MS live positive and active lives in the community

### **Aims**

The principal objectives for which MS Ireland exists are:

- To facilitate people with MS to control their lives and environment, to live with dignity and participate in the community
- To provide support for the families and carers of people with MS
- To co-operate with the medical, scientific, social and caring professions to promote scientific research into the cause of, cure for and management of MS, and the alleviation of medical and social symptoms
- To exchange and disseminate information relating to MS
- To provide an identifiable focal point by developing an efficient, effective and caring organisation to serve the needs of PwMS

### **Function**

Contribute as a key member of the MS Care Centre Care Team in the provision of holistic care to Residents using a person-centred planning approach and acting with professionalism at all times.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.*

## **MS Ireland is an Equal Opportunities Employer**

### **Duties and Responsibilities**

- Provide and maintain a high standard of care in accordance with
  - Health Act 2007 (Care and Support of Residents in designated centres for persons (children and adults) with disabilities) Regulations 2013. S.I.No.366 of 2013
  - S.I. No.367 of 2013
  - Health Information And Quality Authority (HIQA) National Standards for Residential Services for Children and Adults with Disabilities January 2013
  - MS Ireland Care Centre Statement of Purpose
  - MS Ireland Care Centre Policies & Procedures
- Ensure that patient confidentiality is respected and that the dignity of the Resident is assured and maintained at all times having regard to the Ethos of the MS Care Centre.
- Participate in and provide person centered care for Residents while ensuring regular contact with residents at all times.
- Maintain all care records accurately in a timely manner and in accordance with S.I. 367 Regulation 5, 19,21 Schedule 3.
  - Ensure that Resident confidentiality is respected and maintained.
  - Provide safe custody of these Residents' records.
  - Adhere to MS Care Centre policies with regard to MS Care Centre documentation.
- Liaise with and ensure good relationships with all members of the multidisciplinary team in the MS Care Centre.
- Communicate with Resident's, relatives and visitors with courtesy and consideration.
- Assist in the mentoring and delegation of Resident care to Trainee Support Staff as appropriate.
- Observe and comply with MS Care Centre Policies and Procedures and Health and Safety regulations.
- Participate in effective handover regarding resident care with relevant members of the team.

### **Indirect Care**

- Comply with the Safeguarding Vulnerable Persons at Risk of Abuse National Policy and Procedures.
- Maintain a safe environment for the Residents at all times, and take appropriate remedial action as necessary.
- Ensure the good maintenance and smooth running of the MS Care Centre by advising Nurse on Duty of defects in services or equipment and any other perceived problems.
- Document and report to the Nurse on Duty all incidents/accidents/near misses or complaints and participate in any subsequent investigation as requested.
- Assist with the requisitioning of supplies. Use equipment efficiently and properly to promote good care and prevent waste.
- Participate in staff meetings, team meetings and committees as required.

### **Training and Education**

- Participate actively in in-service education programme and complete all mandatory in-service education sessions as directed e.g. Safeguarding, Fire Prevention, Manual Handling, Infection Control (this list is not exhaustive)
- Assist with the orientation and induction of new staff and trainees; be available to provide orientation training where necessary, helping them to integrate as members of the MS Care Centre team.
- Assist in the mentoring and supervision of trainees. Participate in the evaluation of their progress.
- Be aware of all policies in relation to health and safety in the MS Care Centre level especially
  - a) Fire Prevention
  - b) Health and Safety Plan and Emergency Response Plan
  - c) Moving and Handling
  - d) Risk Management
  - e) Waste Disposal – clinical and non-clinical

## Experience/ Qualifications

1. MUST have full FETAC/QQI Level 5 Healthcare Support Award.
2. Prior Experience of working with PwMS Would is an advantage.
3. Experience of person – cantered care delivery, to include personal Care, Social and therapeutic activities desirable.
4. Excellent interpersonal and Communications skills.
5. Experience with working with people with disabilities in a residential or respite environment highly desirable.

### **Application details:**

To apply for the position please send the following documents by email to:

jobs@ms-society.ie

1. Cover letter, outlining your experience and suitability (by way of specific examples) for the post and your reason for applying
2. Full CV and contact information
3. Please ensure the Job Title is referenced in the subject of the email

**Closing Date: 5pm Tuesday 10<sup>th</sup> September 2019**

*Please note, the assistance of Recruitment Agencies is not required at this time*