

HEALTH CARE ASSISTANT

Department:	Health and Community Services	
Section:	Health and Community Services	
Reports to:	Supervisory / Ward Manager	
JE Ref:	HCS1227	
Grade:	NM 1	JE Date: 28/04/2014

Job purpose

To promote the wellbeing health and independence by supporting patients/clients with activities of daily living in order to meet planned care goals.

Staff at this level will work under the general guidance and direction of trained staff and will have immediate access to advice and guidance.

Job specific outcomes

The post holder will demonstrate an understanding of the government of Jersey code of practice for health and social care support workers and apply these to maintain trust and credibility with individuals, carers and colleagues

The post holder will contribute and participate in care delivery for specified individual patients or patient groups, planning and organising a range of patient activities taking into account physical and social needs of the individuals we support.

The post holder will demonstrate understanding of and compliance with all Government of Jersey Infection Prevention and Control policies and procedures at all times.

The post holder takes responsibility for the safeguarding and welfare of all children, adults and/or families within their care and contact. He/she shall be aware of and comply with all safeguarding policies and procedures

The post holder will maintain a vocational QCF Portfolio which demonstrates the continuing acquisition of skills, knowledge, attitudes, understanding and achievement.

The post holder will demonstrate that activities of daily living are carried out in accordance with the individual's care plan and the standards of care for clinical areas.

The post holder will work collaboratively as a member of the multi-disciplinary team demonstrating well established networks and will contribute to the achievement of team goals.

The post holder will demonstrate cost consciousness and contribute to controlling expenditure within the clinical area.

The post holder will demonstrate basic key board skills and will carry out all designated administrative tasks effectively.

The post holder will seek opportunities to develop knowledge and skills and will participate constructively in the Performance Review and Appraisal process.

The post holder will contribute to the management of the immediate physical environment which will involve understanding and promoting all health, safety and security measures in hospital and home settings and carry out designated housekeeping tasks effectively.

The above does not purport to be an exhaustive list of duties but is intended to indicate the range and type of duties required. The duties of the post may alter to reflect changing practice within the service.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart

Each Area/ Ward to populate and put in their Org Chart

Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	In possession of or committed to work towards level vocational award in health care	RQF / NVQ level 2 Care Certificate
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>		Experience in health care settings
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	Basic IT Skills	Excellent communications and team working skills
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	Effective written and verbal communication skills and ability to build relationships with Patients/Clients and families	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>		RQF / NVQ Level 2 Care Certificate

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.