

## HEALTH CARE ASSISTANT

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<b>Department:</b>	Health and Community Services	
<b>Section:</b>	Health and Community Services	
<b>Reports to:</b>	Supervisory / Ward Manager	
<b>JE Ref:</b>	HCS1228	
<b>Grade:</b>	NM 2	<b>JE Date:</b> 16/06/2014

### 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.*

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>In possession of Level 3 vocational award in health and social care</p> <p>Minimum of 2 years' experience at Grade 1 post</p>	
<b>Knowledge</b>	<p>Minimum of 2 years' experience at Grade 1 post</p> <p>Knowledge of personal care and related procedures.</p>	
<b>Technical / Work-based Skills</b>	<p>Excellent verbal and written communications skills</p> <p>Demonstrate IT skills and will carry out all designated tasks effectively.</p>	
<b>General Skills/Attributes</b>	<p>Organise own day to day work tasks or activities.</p> <p>Work collaboratively as a member of the multi-disciplinary team demonstrating well established networks and will contribute to the</p>	

	achievement of team goals	
<b>Experience</b>	<p>Demonstrate own understanding and support junior members of the team to ensure compliance of HCS infection control policies and procedures.</p> <p>Maintains a professional portfolio, ability to reflect on own practise in order to identify own training needs and development</p>	

### 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.