

Job title	Healthcare Assistant
Closing Date	Insert Date
Proposed Interview Date(s)	Insert Date
Taking up and Maintaining Appointment	Candidates who are successful at interview will only take up the position when mandatory training and compliance criteria including references, reference checks, Garda vetting, overseas police checks (where applicable), and verification of qualifications have been completed to the satisfaction of Three Steps.
Location	A nominated Three Steps Residential Centre. Travel to head-office for meetings, training etc. is also required.
Reporting Relationship	Centre Manager and Deputy Centre Manager. Taking day-to-day direction from Team Leaders and support from Social Care Workers on shift.
Purpose of the Role	Working as part of a team <i>to provide safe, compassionate, and professionally informed care</i> to the children, young people and adults placed in the centre with the primary aim of encouraging them to <i>live their best lives</i> , while supporting them to <i>reach their potential</i> and <i>achieve their goals</i> , now and into the future.
Principal Duties and Responsibilities	Main Duties Working as part of a team and acting at all times in accordance with Three Steps Policies and Procedures: 1. Care 1.1. To create and maintain a safe, caring and professionally informed environment for the children, young people and adults placed in the centre. 1.2. To physically intervene to keep and/or make safe the children, young people or adults placed in the centre. 1.3. To promote the rights and responsibilities of each child, young person or adult placed in the centre. 1.4. To promote and safeguard the physical, emotional, social, and spiritual wellbeing of each child, young person or adult placed in the centre. 1.5. To encourage and support the children, young people or adults who have been placed in the centre to attend school, training, day services, medical, clinical, and other professional appointments.

	1.6. To welcome the parent(s), foster parent(s), family members, placement supervisors and other professionals involved in the provision of care to the children, young people or adults placed in the centre. 1.7. To encourage, facilitate and participate in age-appropriate play, social and exercise related activities with the children, young people or adults placed in the centre. 1.8. To encourage, facilitate, support, and participate in prosocial community-based activities with the children, young people or adults placed in the centre. 1.9. To safely and respectfully assist the children, young people or adults placed in the centre to maintain their personal appearance and hygiene. 1.10. To prepare and provide nutritious, well-balanced meals to the children, young people or adults placed in the centre that they enjoy eating and/or are willing to try, following consultation with them. 1.11. To ensure the children, young people and adults placed in the centre have suitable and sufficient, clean clothes and footwear available to them at all times that they have chosen and are happy to wear. 1.12. To ensure the children, young people and adults placed in the centre have sufficient, clean bedding, towels etc. available to them at all times and that they are supported and encouraged to keep their personal space and belongings clean and tidy. 2. Care Practice 2.1. To ensure that the children, young people, or adults placed in the centre are consulted about and empowered within their lives, including their life within the centre, and that their voice is always heard and reflected in their Programme of Care. 2.2. To work to implement each child, young person or adult's Programme of Care and to inform centre management if, for any reason, this is not possible. 2.3. To inform centre management if, for any reason, a policy or procedure cannot be implemented and/or is negatively impacting care for any reason. 2.4. To report clearly and without delay, any issues negatively impacting the delivery of safe and effective care, to centre management. 2.5. To appropriately and constructively challenge colleagues whose care practice is not in keeping with each child, young person or adult's Programme of Care and/or the standards of care expected within the service. 2.6. To be aware of and act in accordance with current legislation, regulation, standards, and best practice in relation to the provision of safe and effective care. 2.7. To carry out any duties assigned in the centre's Shift Transfer process. 2.8. To respond promptly upon receipt of any expression of dissatisfaction, complaint, adult safeguarding concern, child protection concern or disclosure which is raised in relation to a child, young person or adult placed in the centre. 2.9. To be aware of and act in accordance with all emergency procedures and to know who to contact should an emergency arise.
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	2.10. To prepare for and participate constructively in professional meetings that are held in relation to the children, young people or adults placed in the centre and/or to their Programmes of Care. 2.11. To prepare for and participate constructively in professional supervision. 2.12. To prepare for and participate constructively in centre team meetings. 2.13. To effectively operate all centre-based documentation systems relating to the children, young people or adults placed in the centre. 2.14. To make accurate, written and verbal reports to centre management relating to the care provided to each child, young person or adult placed in the centre when requested to do so – including reporting on their Programme of Care. 2.15. To record and report promptly any incidents / accidents involving the children, young people or adults placed in the centre. 2.16. To participate in key-working, the management and administration of medication and other day-to-day tasks relating to the provision of care and/or the operation of the centre when requested to do so by centre management. 3. Supporting Care Practice 3.1. To participate in all in-service training and professional development related tasks provided to you at centre or service level. 3.2. To adhere to all Fire Safety and Health and Safety related requirements as specified by the local fire safety authority and/or the Three Steps Health & Safety Officer. 3.3. To undertake various aspects of role including driving and centre upkeep including keeping the centre office and public spaces clean, tidy, and free from clutter including centre furniture, furnishings and vehicle(s) and equipment. 3.4. To be accountable for any money spent on behalf of Three Steps during the course of duty. 3.5. To adhere to all Data Protection related policies and procedures that are applicable with the centre and to safeguard Three Steps proprietary policies, procedures, systems and tools from unauthorised access and theft. 3.6. To treat everyone working in or visiting the centre fairly, with dignity and respect. 3.7. To be part of a working environment where bullying, harassment and sexual harassment are not tolerated. 3.8. To perform any other duties that may be assigned from time to time by centre or service management. The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, Healthcare Assistants may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time and to contribute to the development of the position while in role.
Eligibility Criteria Qualifications and Experience	Health A candidate for and any person holding the role must be fully competent and capable of undertaking the duties attached to the role and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

	Character Each candidate for and any person holding the role must be of good character. Qualifications A Level 5 qualification or higher in the area of Healthcare, Healthcare Support, Social Care, Disability Studies, or another related and relevant field. Qualifications considered as related and relevant are: Psychology, Child and Adolescent Psychotherapy, Counselling / Psychotherapy, Addiction Counselling, Youth and Community Work, Family Support, Social Work, Social Sciences / Social Studies, Disability Studies, Early Childhood Studies, Special Needs Assistant, Childcare, Teaching, Nursing, Applied Policing, Custodial Care (list not exhaustive). Experience The requisite knowledge and ability for the proper discharge of the duties of the role. Previous experience of providing care to children, young people or adults in a community or residential setting is preferred. <i>Exceptional candidates who do not meet all the criteria above may be considered for the role at the discretion of the Director of Care.</i>
Skills, Competencies and/or Knowledge	Professional Knowledge - Aftercare - Behaviour Management - Care, Placement & Personal Planning - Child Development - Child Protection - Children in Care related legislation, regulation, policy, procedures and standards - Disability related legislation, regulation, policy, procedures and standards - Infection Control - Needs Assessment - Professional Supervision - Risk Assessment & Management - Safeguarding Vulnerable Adults Core Aptitudes - Ability to Seek Advice as Required - Committed to Safeguarding Vulnerable Children, Young People and Adults - Communication Skills - Computer Skills - Decision Making Skills - Empathic Skills - Financial Management Skills - Innovation - Interest / Enthusiasm - Interpersonal Skills - Motivation - Non-Judgemental Attitude - Organisation and Administration Skills - Problem Solving Skills - Report writing / Record Keeping Skills - Time Management Skills - Unconditional Positive Regard toward Vulnerable Children, Young People and Adults

Other Requirements Specific to the Post	– Flexibility in the performance of all duties to meet the needs of the service – Ability to work shifts which include dayshifts, sleepovers and live nights (if rostered) – Full, clean driving licence (manual), and eligible to drive in Ireland – Eligibility to work in Ireland – Fluent in written and spoken English
Competition Specific Selection Process	Competency based interview.
Shortlisting	Applicants may be shortlisted for interview based on information supplied in their CV and/or in the application form they have completed. Shortlisting criteria are based on the requirements of the post as outlined in this document.
Confirmation of Acceptance	I have read and understand the role as outlined, and I commit to delivering it to the best of my ability. Name: _____ Insert Name _____ Signature: _____ Date: _____