



JOB DESCRIPTION

Job Title: Clevis Carer
Responsible to: The Clevis Manager
Location: Clevis Welfare Home, Leopardstown Park Hospital

The Clevis Welfare Home

The Clevis Welfare Home is a home, in the true sense of the word, and the residents refer to it as such. It is a unique residential facility which is located in the grounds of Leopardstown Park Hospital. The homes' biggest asset is its residents whom play an integral role in the success of the home. Every resident who lives in the Clevis has chosen to live there. A resident's home is a space where they feel they belong, where they have a sense of being part of something. It is a place which is familiar, warm friendly and welcoming. It is the way things are done and by whom that enhances the culture of homeliness and belonging in the Home. The Clevis is home to twenty nine residents over the age of 65 with low dependency needs.

The Role

The role of the Carer in the Clevis is to ensure a high standard of care to the residents whilst maintaining the ethos of the Home. The Clevis values choice, respect, dignity, privacy, independence, and personal fulfilment for each of the residents. It is Home from home where the resident has a sense of belonging and participation.

Overview of Key Responsibilities

The duties and responsibilities of this role are linked to the social and household models of care which are the core values and principles that underpin the service delivered to residents in the Clevis Welfare Home. All roles in the Clevis are interconnected and interdependent whilst also utilising each staff member's specialised skill. Staff recognise each resident as a unique individual and at all times acknowledge and respect the rights and personal dignity of the resident. They value the homely atmosphere and ethos of the Clevis by striving to know each resident, their individual attributes and their specific needs.

Main Responsibilities and Duties of the Clevis Carer include:

- Assisting the Clevis Manager to provide a safe, warm and homely environment for the Residents of the Clevis Welfare Home.
- To promote the physical well being of each resident and adapt to their changing needs.
- Assisting in the provision of a high standard of home management by undertaking household duties including catering, laundry and other domestic tasks.
- To be a proactive advocate, encourage residents to become self-advocates when possible.
- Must complete Induction training and attend in-service development programmes as may be organised.

- The postholder is expected to carry out duties in accordance with current code of conduct policies.
- Promote good public relations with the local community and volunteers.
- Attendance at meetings with other relevant staff in relation to all aspects of care.
- Reports to the Clevis Manager and liaise with other relevant personnel such as nursing staff on the progress and development of residents.
- Postholder is expected to use their personal initiative and decision making skills in accordance with the procedures established for the effective running of the home.
- Assisting with personal care of the Residents, maintaining their dignity and respect at all times.
- Promoting and maintaining a safe working environment in accordance with Health & Safety responsibilities.
- Must escort residents to hospital and other appointments or outings as arranged.
- Provides accurate record keeping & maintain open transparent communication with all staff.
- This job description is subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Clevis Manager.

Team Working

- Be and active member of the dedicated team in the Home.
- Provide support to the team and perform duties in a professional and caring manner.
- Appreciate and respect the valued input from all members of the team.
- Promote and respect the inclusion of the resident in all aspects of their care.
- Work collaboratively with the manager and team to ensure that all aspects of the residents needs are met.
- Seek support from colleagues to achieve high standard of care to all residents at all times.

Resident Focus & Support

- Understanding of importance of resident dignity and sense of belonging in the Home.
- Ability to be an active listener, with empathy & understanding.
- Support each resident and acknowledge the impact of changing health and social care needs on the individual and their perceived role.
- Maintain and nurture links with the residents' family, friends and circles of support.
- Encourage residents to maintain their independence, providing choice and options and alternative strategies.
- Be kind and caring with an approachable manner for residents, families and staff.
- Support residents to be valued members of the Clevis community.

Personal Attributes

- Hold a relevant qualification at FETAC 5 level or above.
- Have understand HIQA standards and how they relate to residential operation and resident social and healthcare needs.
- Positive attitude and ability to maintain composure in difficult situations.
- Committed to fostering culture of change and service improvement.
- Intuitive and able to identify resident needs.
- Personal integrity, accountability & trustworthiness.
- Patience, compassion, empathy & integrity.
- Versatile decision making skills.
- Flexibility & adaptability.
- Excellent time management skills.
- Ability to self-organise, set clear goals and ensure effective delivery.
- Computer literate (knowledge of Microsoft Word and Outlook is essential). Experience in use of Epicare an advantage.
- Be flexible and open minded and keen to accept the challenges in on-going delivery of a social model of care.
- To have strong interpersonal and communication skills, both verbal and written.

Conditions of Employment

Health:

A candidate for and any person holding the office must complete a medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.

Confidentiality:

In the course of this employment the post holder may have access to, or hear information concerning the medical or personal affairs of the Residents. Such records and information are strictly confidential and should be treated as such.

Hours of duty:

39 hours week over 24/7 operation, including night duty (rotational basis).

Sick Leave:

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc. Please note that there is no entitlement to paid sick leave during your probationary period.

Remuneration:

Remuneration is in accordance with the Health Care Assistant salary scale approved by the Department of Health and Children.

Superannuation:

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

Annual Leave:

The annual leave **entitlement is 23** working days per year, plus normal bank holidays.

Performance Review:

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

Emergencies:

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

Probation:

A nine month probation period will apply to all employees. This period may be extended at the discretion of management. The person employed shall cease to be employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason.

Notice:

The minimum period of notice will be set out in the contract of employment

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager’s Signature: _____

Date: _____ Date: _____