



JOB DESCRIPTION

HEALTHCARE ASSISTANT

TITLE:	Healthcare Assistant
ACCOUNTABLE TO:	Lead nurse for community services
RESPONSIBLE TO:	Care Coordinator
HOURS:	various (full time/part time)
ROLE SUMMARY:	To work as a member of the Hospice's community team to provide a consistently high standard of nursing care to the client.

MINIMUM REQUIREMENTS

Sound basic education in English and Mathematics.
NVQ level 2 in Health Care/ Care Certificate or equivalent desirable
Previous experience in palliative care setting desirable.

DUTIES AND RESPONSIBILITIES

1. To work with the community nursing team to achieve a consistently high standard of care for clients and their families in their own home.
2. To apply the Hospice values and principles of behavior to uphold the good reputation of the Hospice
3. To develop good communications with the client and the family passing on all relevant information to the Home Care Co ordinator (HCC) /Sister/Nurse in Charge.
4. To inform HCC/Sister/Nurse in Charge of any change in the client's condition.
5. To liaise with the HCC/Sister Nurse in charge as necessary to maintain the comfort and well-being of the client.
6. To respect the privacy and dignity of the client and their families at all times.
7. To carry out nursing practices for the client in accordance with Hospice policy.
8. To report all accidents, incidents, hazards or complaints to the HCC/Sister/Nurse in Charge.

9. To exercise care and economy in the use of property and equipment.
10. To be involved in verbal and written reports. Ensuring all communication is of a high standard.
11. Co-operation with the investigation of accidents and untoward occurrences. Ensuring that Hospice policy is adhered to.
12. Attending staff meetings and discussion groups as required.
13. Participating in in-service training programme.
14. In accordance with the Health and Safety at Work Act, taking all precautions to provide a safe environment for clients and colleagues.
15. Accepting opportunities to attend study days or educational visits. Completion of Mandatory Training.
16. Reporting any defective equipment to the person in charge.
17. Relaying any queries or concerns from the client or their families to the HCC/Sister/Nurse in Charge.
18. Respecting at all times the need to maintain confidentiality regarding all client information.
19. Assist with the promotion of good staff morale. Give support and help to others as appropriate.
20. The Hospice operates a No Smoking policy

The job description for this post is not exhaustive and will be subject to review from time to time in accordance with development and changes, if any, by the Hospice Management Team in consultation with the post holder.

This document is a guideline to the general scope of duties involved and it is not intended as a rigid inflexible specification.

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements, which the post holder requires to perform the job to a satisfactory level.

Job Title: **Community Healthcare Assistant**

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	METHOD OF ASSESSMENT
QUALIFICATIONS	Basic maths and English	NVQ2 in Customer Care. Working towards or have achieved NVQ2 in Direct Care or equivalent Willingness to undertake relevant further study or training as required for the post	Certificates
EXPERIENCE	Previous experience in working in a caring capacity. Ability to work in a team or alone as required.		Application Form Interview References
SKILLS/ KNOWLEDGE	Excellent communication skills (written & verbal) Ability to liaise with clients and others in a sensitive manner Ability to follow protocols and procedures	IT – basic keyboard skills	Application Form Interview References
PERSONAL QUALITIES	Desire to care for people. Interest in working in a healthcare setting. Kind & Caring Reliable		Application Form Interview References
OTHER <i>(Please Specify)</i>	License to drive Willingness to work flexible across evenings and weekends Use of your own vehicle and personal car insurance including business use.		Application Form Interview Document Check