

Senior Healthcare Assistant

Job Description

PURPOSE OF THE POST

To provide Health Care support for the lecturing staff at the Orchard Hill College in regard to providing educational activities for adults who have profound and multiple/severe learning difficulties.

To assist with issues relating to the provision of all health care support by:-

- a) working in harmony with all staff to ensure a positive atmosphere within the College is maintained for the benefit of students;
- b) ensuring that students' well-being is maintained at all times;
- c) liaison with other staff, volunteers and parents.

REPORTING RELATIONSHIPS

The Senior Healthcare Assistant will report to the Nurse on site and Nurse Manager.

FUNCTIONAL LINKS

The Senior Healthcare Assistant will be expected to work under the guidance of the Nurse team.

The Senior Healthcare Assistant will liaise with parents, carers, other professionals and volunteers as required.

DUTIES AND RESPONSIBILITIES

1. To assist in providing an effective level of support and healthcare (including personal/intimate care) to all students attending the College, including some who may communicate through challenging behaviour. This will include pushing wheelchairs, operating hoists and other manual handling equipment, accessing the community including attending hydrotherapy and supporting students as they walk.
2. To deputise for the Nurse when not on site and have responsibility for the health care needs of students.
3. To demonstrate a commitment to the safeguarding of children and vulnerable adults.

4. To liaise as required with parents and carers, direct care staff, therapy staff and other agencies as appropriate.
5. To assist with enquiries from parents and outside agencies and to take an active part in Open Afternoons.
6. To assist in writing Care Plans, Feed regimes, Risk assessments, Schedules of work and other documentation as necessary. To ensure all documents are updated regularly and initiate own ideas.
7. To support/assist students with nutrition and hydration needs including administration of gastrostomy feeds and management of equipment
8. To give students medication after appropriate training.
9. To undertake other procedures including suction and some intimate procedures as required and following appropriate training.
10. To supervise/assist students with hand and oral hygiene around activities.
11. To support students to access health and well-being programmes as directed by the Nurse.
12. To push students in wheelchairs and to operate manual handling equipment e.g. hoists, under guidance from Colleagues/students.
13. To assist the Nurse in training other staff members procedures to support students' health, well-being and safety.
14. On occasion to take responsibility for the co-ordination and monitoring of other team members.
15. To actively promote the safeguarding and well-being of learners with severe, profound and multiple learning disabilities who may communicate using challenging behaviour.
16. To work in close co-operation with other college staff, being part of the College team.
17. To maintain accurate and up to date care documentation in accordance with College policy and NMC guidelines.
18. To be up to date with first aid procedures and carry out first aid treatment as required.
19. To report any accidental injury to the Nurse or Lecturer in Charge.

20. To assist in ensuring that the College is cleaned efficiently and that all defects are reported.
21. To participate in staff development activities and contribute to multi-disciplinary discussions of students' needs and progress.
22. To contribute to staff's evaluation and monitoring process.
23. To promote and implement all agreed policy statements, e.g. Safeguarding of Children and Vulnerable Adults, Health & Safety, Equality and Diversity etc.
24. To actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring these principles permeate all working practices.
25. To make regular use of training, development and self-assessment process to improve the quality of work.
26. To work at any College centre as required.
27. To undertake such other duties of a similar nature from time to time as may be required.

OTHER INFORMATION

This post involves working with students who may exhibit challenging behaviours. In order to ensure the safety of the post holder and others, the post holder must be able to participate fully in training provided in Physical Interventions and be able to carry out agreed Physical Intervention procedures at work.

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

Senior Health Assistant

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Priority
Qualifications/Experience	
1. NVQ Level 2 or equivalent qualification in Health and Social Care.	1
2. Experience of working within a team.	1
3. Experience of working, caring or voluntary work with people who have disabilities.	1
Ability, Skills and Knowledge	
4. Able to take responsibility for ensuring that learners, colleagues, the learning environment and resources are safeguarded.	1
5. Able to maintain accurate legible and up to date records, using a variety of formats, of individual student health care.	1
6. Able to communicate effectively with students and staff.	1
7. Able to assist students with personal/intimate care sensitively and safely.	1
8. Able to assist students with challenging behaviour, alongside and under the direction of staff.	1
9. Able to operate and maintain a range of specialist educational equipment, including hoists and gastrostomy pumps.	2



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