

JOB DESCRIPTION - REF: RQ065

Position: Driver Attendant
Reports to: Meaningful Activities Manager.
Position Type: Permanent Full Time.

Accountable to: Director of Nursing & Social Care

Qualifications: Leaving Certificate
Fetac level 5 in Healthcare Support
Hold a Full Clean Driving Licence.

Character Be of good Character

*Please note Garda Vetting Clearance is required for candidates who will come under consideration for this post.

1.General Accountability

The Candidate Appointed to this Position will:

1. Maintain awareness of the privacy and dignity of the patient in relation to all activities delivered in a meaningful way with a person centred approach.
2. Ensure the provision of a high standard of care for the service user / is consistent with all the policy's of the organisation.
3. Ensure that the care they provide reflect HIQA standards and best practice.
4. Report to Meaningful Activity Manager/Person in charge and/or persons designated by him/her.
5. Assist in the delivery of patient care under the supervision of their manager/ supervisor. The primary role being to support the service users in engaging in meaningful activities.
6. Will attend training on the safe administration of medication if required to do so to meet the changing needs of the service and attend all relevant training for driving Peamount vehicles .
7. Will adhere to Peamount Healthcare policies at all times in the delivery of care.
8. Be familiar with the vulnerability of service users and have knowledge of the policy on the protection of vulnerable adults.

Driving duties & care of vehicle

1. **Driver Duties** – general driving duties both within and outside Peamount as directed by the line manager and assigned as appropriate.
2. **Vehicle/Equipment** – It is essential that vehicles and equipment checks are carried out upon taking up duty daily and that any faults are reported immediately and recorded on the transport sheet in the HUB at reception . Vehicles, at all times, must be maintained in readiness for use and cleaned on a regular basis by staff.
3. **Punctuality** – It is important that staff report for duty on time as per duty rosters and inform person in charge .
4. **Driver must comply** – with the rules of the road, observe speed restrictions and drive in a competent, safe manner and with service user and vehicle safety in mind. Any breach of these requirements will lead to disciplinary action.
5. **Driver must fully comply** – with the Road Traffic Acts and hold the appropriate Drivers Licence.

2. Activities

1. Promote meaningful engagement with the service users and Promote a right based environment for all service users.
2. Assist in the assessment and planning of activities for each individual service user with a person centred approach.
3. In consultation with the service user and key workers identify the priority outcomes from activities and what they like to do.
4. Record all engagement in meaningful activities in their care plan .
5. Organise activities both on and offsite in a meaningful way.
6. Be familiar with the meaningful activities policy and feedback to members of the MDT when policy is being reviewed.
7. Encourage and assist service users with activities that provide socialisation, cognitive and physical stimulation.
8. **Be willing to take part in any training that is deemed necessary to enhance the role.**
9. **Be willing to organise afternoon teas and other social activities that include both service users** and their relatives.

3. Nutrition

1. Ensure service users dietary needs are adhered to, including special diets or supplementary drinks under the direction of the nursing staff when taking part in activities

2. Prepare and serve food/drinks outside of normal catering hours and collect crockery etc. where necessary. Assist patients to complete menu cards where necessary.

4. Mobilisation

1. Assist to lift and position service user /.
2. Assist the service user/with walking and limb exercises as directed.
3. Assist with turning and re-positioning service user/patients. Ensure the patient is comfortable in beds and on chairs.
4. Push service user in wheelchairs and assist into Transport vehicles.
5. Clamping of wheelchairs.
6. Assist service users with personal hygiene including showers.
7. Assist service users with the management of their incontinence.

5.Communication

1. Report any complaint of pain, distress expressed by service users
2. Ensure that the Service User right to choice is respected.
3. Answer telephones, locate appropriate personnel and direct enquires concerning SU condition to nursing staff.
4. Receive and direct visitors within theHUB and campus .
5. AssistSU to make telephone calls.
6. Answer call bells and report SU requests to nursing staff. Ensure that bells are in working order and are within the reach of the SU.
7. Excellent communication skills required.

Communicate with the Service User in a respectful and a sensitive way that they can understand.

Other Responsibilities

1. Be familiar, comply with the Peamount policies in relation to Health and Safety, Fire Safety, major disaster, infection control, waste disposal including disposal of soiled linen, smoking policy and Health Charter.
2. Ensure that you are up to date with all Manditatory training.
3. Report all incidents involving self, Service User or visitors to Manager or Staff Nurse in charge.
4. Assist with emergency first aid as directed.
5. Attend in-service instruction as required.
6. The ability to use own initiative.

THIS JOB DESCRIPTION INDICATES THE PRINCIPAL DUTIES OF THE POST AND IS SUBJECT TO REVIEW AND AMENDMENT.

Closing date for receipt of applications 12 noon Wednesday 17th April 2019

Remuneration for all positions will be in accordance with the Department of Health and Children salary scale commensurate with relevant qualifications and experience.

*Job descriptions for the above post and any informal enquiries with regard to essential and desirable criteria are available from the HR Department. Interested applicants should **email: recruitment@peamount.ie** with a copy of their Cover Letter and CV referencing the REF outlined above.*

Peamount is an equal opportunities employer. Canvassing will disqualify applicants. Further information on Peamount Healthcare can be found on our website at www.peamount.ie