

Job Description: Healthcare Assistant

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| Function: | Justice Services |
| Job: | Health Care Assistant |
| Position: | Health Care Assistant |
| Job holder: | |
| Date (in job since): | |
| Immediate manager (N+1 Job title and name): | Team Leader |
| Additional reporting line to: | Clinical Nurse Manager |
| Position location: | Healthcare |

1. Purpose of the Job – State concisely the aim of the job.

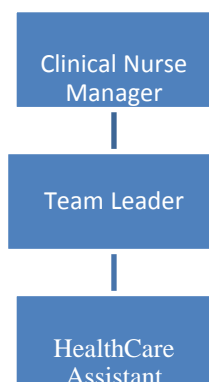
- To work with other members of the Healthcare Team as part of a multi-disciplinary team providing primary healthcare to the residents

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

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|------------------|------|--------------------|-----|-----------------|-----|-----------------------------|-----|------------------|-----|
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| | | EBIT margin: | tbc | | | | | | |
| | | Net income growth: | tbc | | | Outsourcing growth rate: | n/a | HR in Region | tbc |
| | | Cash conversion: | tbc | | | | | | |

Characteristics ▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Add point
- Add point
- Add point

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Helping to run nurse clinics, GP surgeries and nurse triage clinics under supervision
- Assist with Health Promotion work as led by qualified staff
- Assist with nursing care for residents admitted to the inpatient healthcare unit under the supervision of the qualified staff. This to include recording of observations
- Maintaining a high standard of hygiene in the clinical rooms and treatment areas.
- Helping residents make the best use of services available
- Assisting qualified staff with the dispensing of medication when required
- Providing first aid in emergency situations whilst awaiting the support of qualified staff
- Fulfilling other duties as required by the larger Healthcare Team

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To be a positive role model to both staff and residents.
- To attend meetings and participate in projects as required
- To ensure compliance and an effective working knowledge of the Local Security Strategy and SJS Local Operating Procedures.
- To demonstrate sensitivity and empathy in the management of residents.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Desire to undertake further training as appropriate
- Motivated and innovative
- Treat other people with dignity and to subscribe to the prison Sodexo Justice Services values
- Commitment to team working and support.

- Committed to personal development

Desirable

- Experience of working as a Health Care Assistant
- Experience of working within a secure environment.
- Ability to utilise information technology sources effectively.
- Good planning and organisational skills

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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| ■ Learning & Development | ■ |
| ■ Innovation and Change | |
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9. Management Approval – To be completed by document owner

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| Version | 1 | Date | 11/08/2016 |
| Document Owner | Susan Robinson | | |