

Job Description:   
Healthcare Assistant

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| Function: | | | Justice Services | | | | | | | | |
| Job: | | | Health Care Assistant-Primary Care | | | | | | | | |
| Position: | | | Health Care Assistant | | | | | | | | |
| Job holder: | | |  | | | | | | | | |
| Date (in job since): | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | Team Leader | | | | | | | | |
| Additional reporting line to: | | | Deputy Head of Healthcare | | | | | | | | |
| Position location: | | | Healthcare | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | |
| The purpose of the role is to assist the clinical team in the service and delivery of the care management of Bronzefield population. The post holder works under indirect supervision of the clinical team and undertakes task and duties delegated by the clinical team or a suitably qualified regulated professional. They will work  collaboratively with the healthcare team and operational staff to meet the needs of patients, following policies and procedures. As a healthcare assistant, you will be required to be passionate and committed to delivering high quality healthcare services that can make a difference. | | | | | | | | | | | |
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| 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. | | | | | | | | | | | |
| 472 residents |  |  | |  |  |  |  |  |  |  | |
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Draft. Version: 27-03-2014

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| 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. |
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| **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. |
| * Support the registered nurse in implementation of an agreed plan of care with the patient and in accordance with instructions. * Help promote and maintain an environment conducive to meeting the needs of the patients * Contribute to a team approach to patient care in conjunction with all members of the multidisciplinary team * Participate in regular team meetings and attend other meetings as requested * Assist in raising awareness of health and well-being, and how it can be promoted * Provide support and assistance to registered nurses. |

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| 5. Main assignments – |
| * 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 if 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 |

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| 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. |

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| 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 |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Learning & Development |  | | * Innovation and Change |  | |  |  | |  |  | |  |  | |  |  | |

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| 9. Management Approval – To be completed by document owner |
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