

# Healthcare Assistant

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Service: Hedley's College  
Responsible To: College Nurse  
Salary: Points 12 - 17

## Job Purpose

The Health Care Assistant is required to work closely with the Hedley's College Nursing Team, providing assistance and support to the Registered Nurses and participating in providing a caring and kind environment in which our clients are able to reach their full potential, make their own decisions and meet their own needs

## Main Duties

The Health Care Assistant is required to work with the Registered Nurses and be a kind, responsive member of the team. In order to do this they must:

- Be responsive to the needs of the team and able to make a clear clinical judgement whilst able to recognise their own limits
- Have an understanding and able to implement evidence-based practice
- Be professional, respectful, and able to show compassion, care and kindness and be able to recognise that what they say and do makes the lives of others better
- Have the skills and training to keep our children and young people safe
- Be able to support the service delivery within the nursing team, including stock taking, ordering, audits and clerical duties
- Promote a healthy lifestyle and be inspirational and a good role model for others
- Be able to support Staff with training and learning new skills, be able to be part of making a good learning environment, in order to empower Staff
- Understand local and national policy and procedures, support with writing and implementing care plans
- Work in partnership with the entire Nursing and Therapy Teams, Education Staff Teams as well as our clients and their families
- Have up to date skills that are evidence based, or be willing to attend courses for the management of gastrostomies, confident in measuring vital signs, be confident at administration of medication and able to support others to do so, basic wound care, basic first aid.
- The Health Care Assistant would need to have, or be receiving training on, a number of school health issues such as obesity, asthma, diabetes, epilepsy, anaphylaxis, mental or

emotional health issues, conditions or situations occurring with our clients or their families.

- Be willing to support health promotion sessions throughout the college.
- Have evidence-based knowledge and understanding of medical conditions or situations that may affect behaviour, such as autism
- Be responsible for own training and be able to participate in regular team meetings and clinical governance and clinical supervision

**This list is not exhaustive and any Band 3 Health Care Assistant must be able to respond to the needs to the service and be flexible across the entire nursing service**



# Organisational Standards

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The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

## Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

## About Us

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We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



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