



Muscular Dystrophy Ireland Personal Assistants Required All counties specifically Dublin, Louth & Clare

Job Description

About MDI:

Muscular Dystrophy Ireland (MDI) is a voluntary organisation that provides support to people with neuromuscular conditions and their families. Muscular Dystrophy Ireland envisages an Ireland that enables people with neuromuscular conditions to fully participate in society and reach their full potential.

Our Mission: Our mission is to support people with Muscular Dystrophy. We do this, using a member-centred approach, by:

- Providing information and support to people with neuromuscular conditions and their families through a range of support services.
- Advocating for services and entitlements for members, educating and informing society about the conditions.
- Supporting researchers and clinicians to carry out quality research into neuromuscular conditions.

About Muscular Dystrophy: Muscular Dystrophy is a collective name for a range of neuromuscular conditions. It is characterised as a progressive weakening, wasting and loss of muscle mass over time. It can present at birth, childhood or manifest later in life.

MDI Respite Services: MDI respite service is an essential support for people living with Muscular Dystrophy and their families. MDI provides the service of a Personal Assistant to assist our members with Muscular Dystrophy in their homes and communities. The purpose of this role is to enable our members to achieve maximum independence in all aspects of daily living by providing assistance in one or more of the following areas: personal care, home care, social and community participation and educational and employment assistance. Personal Assistance Services provide people with the opportunity to exercise control and choice in their lives. In so doing it enables people to be active participants within their families, communities, and society.

Job Summary:

The purpose of this role is to enable our members to achieve maximum independence in all aspects of daily living by providing assistance in one or more of the following areas: personal care, domestic assistance, social and community participation and educational assistance.

Location: Within your local area
Reporting to: Respite Administrator under the supervision of the Head of Services
Contract Type: Ad Hoc Contract

Key Duties and Responsibilities:

- Provide in-home and out of home respite care to members (children, young people and adults) and family members
- Assist with personal care needs as identified by MDI e.g. mealtimes, personal hygiene, toileting, transferring, turning, dressing, hoisting etc
- Assist with assistive interventions as identified by MDI; such as medication administration, peg feeding, administering cough assist, BiPaP, suctioning etc. Please note, MDI shall provide training in these areas as required
- Assist with domestic chores as identified by MDI
- Assist with social and emotional wellbeing needs as identified by MDI e.g social and community participation, educational and employment assistance, supporting youth services and youth engagement etc.
- Assist members in leading an active and independent life of their choosing
- Maintain confidentiality and discretion around all Personal Assistant work
- Develop and build professional relationships with MDI members and family members applying a family centred approach
- Participate in internal supervision with line manager
- Work as part of a multidisciplinary team with all MDI staff e.g. Family Support Worker, Youth Worker etc.

- Adhere to all MDI policies and procedures; employment handbook, vulnerable adults safeguarding policy, children first policy, PA guidelines, social-media policy, confidentiality policy etc.
- Submit timesheets monthly
- Attend staff training as required
- Report directly to the Respite Administrator (based in Dublin) re annual leave, sick leave, policies, guidelines etc.
- Assist member(s) to build and maintain relationships and friendships
- Assist members in leading an active and independent life of their choosing
- Any other duties that may be required by the organisation to fulfil the needs of the post from time to time

Personal Specification:

Essential Requirements/Skills

- Experience or understanding of working with people with disabilities
- Knowledge of Muscular Dystrophy or a willingness to learn about the condition
- Demonstrate excellent interpersonal and communication skills with a good level of spoken and written English
- Be reliable, trustworthy, and always maintain confidentiality
- Proven ability to apply an empathetic and non-judgemental approach to situations
- Enthusiasm and patience
- Excellent time management and teamwork skills
- Capacity to work on own initiative
- Due to the nature of this work, flexible working is a feature of this role and evening and weekend work shall be required

Desirable Requirements/Skills

- Relevant qualification (or working towards a qualification) in social care, special needs assisting, social science, psychology, youth work, nursing, pre-nursing etc.
- Have the following training completed and in-date:
 - ✓ First Aid Training
 - ✓ Manual handling and People Moving Training
 - ✓ Children's First Training
 - ✓ Safeguarding Vulnerable Adults Training
 - ✓ SAM: Safe Administration of Medication

Terms and Conditions:

- Ad hoc Contract
- €12.50 per hour
- Probation period of 6 months
- This post is subject to successful Garda clearance and two reference checks
- Must complete mandatory training in the following (within the first month of beginning to work with MDI):
 - Manual handling and People Moving
 - Children's First
 - Safeguarding Vulnerable Adults
 - First Aid
 - MDI General PA Induction Training including shadowing
 - Other training that may be relevant to the specific role
- Due to the nature of the service, flexible working is a feature of this role and evening and weekend work may be required.

Please email your CV and Cover Letter to **respite@mdi.ie**. The closing date is 2nd of September

Shortlisting will be applied, and phone interviews will take place early September .