COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Home Auxiliary	**Job Number:**	Various
Department:	Health & Social Care	**Grade:**	E
Location:	Ardseileach Core & Cluster	**Date:**	2026
Responsible To:	Chief Officer (Health & Social Care); in the first instance to the Senior Social Care Worker		

Job Purpose

To provide essential night care for an individual with support needs.

Duties

1. Monitor ventilator settings and saturation levels.
2. Undertake tracheal suctioning as required.
3. Regular care and changing of inner tracheostomy tube and associated tasks.
4. Provide light snacks/drinks as required.
5. Bladder care.
6. Provide incontinence care as necessary and assist client to turn in bed and monitor skin care.
7. Administer prescribed medication orally from dosette box.
8. Assist with personal care including washing, dressing and undressing.
9. Assist with passive exercises and apply and remove splints as necessary.
10. General duties regarding maintaining equipment in working order.
11. Social interaction with client during waking hours.
12. Wake parents in an emergency.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Basic knowledge of caring for others	D1. Knowledge of Health & Safety. D2. Knowledge of ventilation procedures. D3. Knowledge of personal hygiene.
Skills and Abilities	E2. Ability to assess and react appropriately in an emergency. E3. Ability to communicate clearly. E4. Ability to work without direct supervision. E5. Ability to report changes in client's circumstances to Line Manager.	D4. Understanding of child and/or adult development.
Education and Experience	E6. Ability to undertake required training for post.	D5. Experience of caring for others. D6. Social care qualification. D7. GSVQ – Social Care. D8. Moving and Handing training. D9. First Aid training.
Other Factors	E7. Willingness to work as a team member. E8. Warmth. E9. Sensitivity. E10. Understanding of confidentiality. E11. Willingness to work different shift patterns. E12. Willingness to attend training as and when required.	D10. Awareness of island culture.