

# PERSONAL ASSISTANT – COMMUNITY RELIEF PANEL

Offaly (Durrow, Ballinagar, Portarlington, Tullamore,  
Dunkerrin, Birr, Fermoy)

Laois (Mountmellick, Luggacurren, Wolfhill, Portarlington,  
Portlaoise, Abbeyleix, Stradbally)

Offaly Centre for Independent Living are currently recruiting for a relief panel of Personal Assistants covering the geographical area of Laois/Offaly. The service we provide promotes choice, independence and quality of life for its users by providing a tailored personal assistant service, centred around each individual person's needs and to promote the ethos and philosophy of Independent Living.

## Duties & Responsibilities:

- Assisting with both personal care and practical tasks e.g. dressing, washing, light household work, meal preparation
- Mobility assistance to place of employment or education
- Facilitating independence and social involvement i.e. trips, shopping, banking, community activities
- Ensure dignity, privacy and independence is maintained and respected at all times
- The Personal Assistant will be flexible in approach and may be assigned additional duties from time to time

## The ideal candidate:

- At least 6 months related experience providing quality care is essential
- Must hold at least 4 QQI level 5 Healthcare modules – two of which must include Care Skills and Safety and Health at Work. The further two modules ideally would include Work Experience, Communications or Care Support
- Working towards completing a major award in Healthcare support or equivalent within the next 12 months
- Up to date patient moving & handling certificate is desirable
- Excellent communication and interpersonal skills
- Reliable and trustworthy with a strong commitment to providing high levels of care
- Full clean drivers licence with own transport
- Fluency in English
- Ability to work alone, use initiative and be mindful of health and safety and other organisational policies at all times
- If you meet the criteria we are interested in hearing from you to fill upcoming vacancies for day, evening and weekend work

For all interested candidates, please forward a copy of your CV to Máire Monaghan, PA Manager via email at [maire@ocil.ie](mailto:maire@ocil.ie) no later than the 4th August 2020.

All applicants will be dealt with in the strictest of confidence.

Offaly Centre for Independent Living is an equal opportunities employer.