

**THE DOROTHY KERIN TRUST
JOB DESCRIPTION**

JOB TITLE	Poolside Assistant (Part Time)
DEPARTMENT	Physiotherapy and Hydrotherapy
JOB PURPOSE	To assist in the provision of a high quality service and ensure the smooth running of the hydrotherapy pool.
REPORTS TO	Head of Therapy Services for management and supervision. To the Out-patient Services Co-ordinator for day to day running of the pool.
RESPONSIBLE FOR	N/A
KEY RELATIONSHIPS	Physiotherapy Team, Care and Reablement Team, Porters.

KEY DUTIES AND RESPONSIBILITIES

- To prepare the pool for hydrotherapy sessions (equipment and paperwork) and to clear away at end of session
- To check all poolside equipment is fit for its purpose
- To welcome patients and other clients who use the pool and therapy suite
- To assist in transporting patients between the pool and the hospital
- To assist patients in and out of the pool, being aware of the patient's safety
- To assist with patient treatments in the pool under the supervision of a qualified Physiotherapist
- To monitor the patients in the pool ensuring that there is always one assistant in the pool area whenever patients or clients are in the pool
- To assist patients and Remedial swimmers with changing , showering and dressing when required to do so
- To accurately record and pass on messages as appropriate
- To participate in emergency procedures practice
- To supervise the remedial group sessions and record attendance
- To receive payments and prepare invoices in the absence of the Out-Patient Services Manager
- To organise the laundry as necessary
- To carry out general poolside cleaning tasks to ensure a safe and tidy working area in accordance with Health and Safety

- To take some responsibility for cleaning tasks within the department as required, to ensure infection control targets are achieved
- To assist in providing cover for colleagues during absence for holiday or sick leave where possible
- To be aware of Health & Safety issues around the pool and be prompt in reporting any problems, observing procedures for incidents and accidents
- To maintain a flexible approach to working demands within the Physiotherapy team, and to be willing to accept training and extra duties as the role requires

OTHER

- The Job Description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties as the role develops or to provide cover for colleagues where appropriate. In certain circumstances the nature of the job may be changed due to new working practices. You will be expected to accept any necessary training that results and to take on the changes requested.
- It is essential that you read the Health & Safety Policy as laid down by the Trust and are responsible for being fully conversant with those aspects of the "Health & Safety at Work" Manual which are appropriate to your particular department.
- It is a requirement of the Trust that all employees undertake all mandatory training specified for your role.
- All key tasks to be carried out to the standard required by current legislation, and in accordance with any changes in legislation that may ensue in the future.

ADDITIONAL INFORMATION

Salary	£7.94 per hour
Hours of Work	Part-Time, 14 hours per week (7 hrs Monday and 7 hours Wednesday)
Holiday	5.6 weeks per calendar year including 8 bank and public holidays. The holiday year runs from 1 February to 31 January.
Pension Scheme	The trust operates a contributory Qualifying Workplace Pension Scheme.
Meals	Provided while on duty
Uniform	T - shirt provided
Probationary Period	3 months
Notice Period	1 week on either side during probationary period. 1 month on either side following successful completion of probationary period.

It is essential that all applicants respect the Commission, Mission, Approach and Values of the Trust as shown on the application form.