

JOB AND PERSON SPECIFICATION

Job Title:	Poolside Assistant
Department:	Physiotherapy & Hydrotherapy
Position Type:	Permanent, Full-Time
Salary:	£8.40 per hour (£16,380 per annum)
Hours:	37.5 hours per week (to include some evening and weekend working as service develops)
Reports To:	Physiotherapy and Hydrotherapy Team Leader and clinical staff for management and supervision
Responsible For:	N/A
Key Relationships:	Director of Operations, Physiotherapy Team, Care and Reablement Team, Porters

Main Purpose of Position

To assist in the provision of a high quality service and ensure the smooth running of the hydrotherapy pool within the physiotherapy department.

Key Responsibilities and Duties

- 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 be able to adapt communication style for clients with additional learning needs
- To assist in transporting patients between the pool and the Care and Reablement Unit
- 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 protocol when appropriate
- To supervise the remedial group sessions and record attendance
- To undertake administrative tasks as required
- 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 prepare treatment rooms within the outpatient department at the start and end of the day
- 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
- To train in first aid and to deliver first aid interventions when required
- To build a rapport with individuals and their families/carers to ensure respect and dignity is maintained at all times

- To work with service users from diverse backgrounds with varying levels of health and/or disability
- Provide clinical and administrative support to the therapies team.
- To attend and contribute to team meetings, advocating for individuals where appropriate
- To liaise with senior staff proactively
- Participate in the weekend rota and evening clinics
- To complete clinical and non-clinical records ensuring they are accurate, timely and in accordance with national and organisational standards and procedures

Other

- The Job Description is intended to provide a broad outline of the role. The job 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. The job holder will be expected to accept any necessary training that results and to take on the changes requested.
- It is essential that the job holder reads the Health & Safety Policy as laid down by the Trust and is responsible for being fully conversant with those aspects of the “Health & Safety at Work” Manual which are appropriate to their particular department.
- It is a requirement of the Trust that all employees undertake all mandatory training specified for their role.
- All key tasks are 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.

Person Specification

Essential

- 2 GCSEs (or equivalent) including English
- Computer Literacy
- Good interpersonal skills, ability to work and communicate with staff at all levels and members of the general public
- Good formal and informal communication skills
- Good level of written and spoken English
- Able to work without direct supervision
- Able to manage time effectively and work to deadlines
- Highly organised and able to manage workload flexibly
- Able to work as part of a team
- Able to follow operational policies and procedures
- Comfortable working in a healthcare environment, where there may be challenging sights, noises, odours and temperature fluctuations
- Able to manage the physical demands of the role, which will include working between the rehabilitation unit and outpatients department, frequently moving up and down stairs, standing for long periods of time, lifting and carrying of folders and manual handling of patients.

Desirable

- Previous experience in a healthcare setting and working with different client groups
- Understanding of roles of Allied Health Professionals in the healthcare setting
- Knowledge of clinical governance and risk management within the hydrotherapy setting

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