Job Description

Job Title: Children's Palliative Healthcare Assistant

Responsible to: Matron

Accountable to: Director of Care

Job Purpose:

The postholder will provide nursing care to children and young people with a range of complex health needs, life limiting or life-threatening conditions. The post holder will be responsible for upholding high standard of care in line with a holistic care plan under the supervision of the registered nurse. The post holder will work as part of the MDT and support children, young people and families as delegated by the registered nursing team

Main Duties:

1. To work under the direction of the registered nurse to provide care in a variety of settings.
2. Always remaining professional, acting as a role model to other team members whilst maintaining professional boundaries.
3. To support with nursing care to children and young people with complex health needs including life limiting and life-threatening conditions and their families. A qualified nurse will always be available for advice and support for delegated duties.
4. To provide personalised care of children, young people and families as per the child's holistic care plan and identify changes in condition ensuring these are escalated to the registered nurse.
5. To follow holistic care plan and provide regular feedback on any progress or changes in the children and young person's condition to the nursing team.
6. To empower children, young persons and their relatives to make decisions about their care and to exercise choice.
7. To support children and young people with activities of daily living.
8. To help ensure that children and young people are introduced and encouraged to engage in a wide range of stimulating and creative activities by interaction and play, both in and out of doors, encouraging the use of local community facilities where appropriate.
9. To promote communication with the children and young people, encouraging them to express their wishes and concerns to their best ability (this may include non-verbal, electronic or alternative communication methods).
10. To ensure that the child's or young person's psychological and social needs are met as well as their physical care and participate in the development of the service, reinforcing Acorns values.
11. To provide a stimulating environment to enhance the lifestyle of the children and their individuality and promote / integrate activities that are age appropriate and culturally normative day to day, taking into account special individual health needs.
12. To attend regularly and contribute to team meetings and clinical/safeguarding supervision to ensure effective communication and shared learning is maintained.
13. Participate in research and audit relevant to development and delivery of the service.

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14. To report incidents, near misses and potential complaints in line with Acorns policy and procedures.
15. Maintain standards and ensure clinical governance is central to the function of the service.
16. Provide health education information to the child and family, to promote a healthy lifestyle and where appropriate address public health issues
17. Maintain clear and contemporaneous paper and electronic records in line with Acorns Policy
18. Completion of annual appraisals– fulfilling own responsibility for appraisal process and agreed personal development/ training plan.
19. To deliver child-focused, family centered palliative and end of life care, alongside other members of the interdisciplinary team
20. To promote and contribute to effective team working.
21. Safely undertake procedures to meet the child's nursing needs for which you have attained competence.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It is everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

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Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To contribute to Acorn's fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. To ensure compliance with Acorn's policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
7. To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

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Person Specification: Children's Palliative Healthcare Assistant

	Essential	Desirable
Qualifications	> Care Certificate or equivalent qualification	
Experience	> Working with children with complex health needs	> Working within a palliative care setting
Skills and Ability	> Ability to provide care sensitively, taking into account culture, beliefs and wishes > Awareness of health and safety in the workplace > Excellent communication skills (oral and written) > Competent IT skills > Competent to work within a team setting > Knowledge of the needs of a multicultural, socially diverse population > Knowledge of procedures related to safeguarding adults and children	
Other	> Able to demonstrate a commitment to team working > Able to demonstrate awareness of and sensitivity to the needs of individuals from diverse social and cultural groups > Able to think creatively and prioritize in a busy environment > Excellent interpersonal skills	
Behaviours	> Positive attitude to service development and Children's Palliative Care > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve the experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success	

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Terms and Conditions of Employment

Job Title:	Children's Palliative Healthcare Assistant
Responsible To:	Matron
Responsible To:	Director of Care
Location:	Acorns in the Three Counties Hospice 350 Bath Road Worcester WR5 3EZ
Salary:	Acorns Pay Level A £26,227.50 to £26,800 per annum (pro rata)
Notice:	8 weeks
Hours:	25 hours per week
Holidays:	27 days plus statutory bank holidays (pro rata)
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

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