

# Senior Nursing Assistant - Band 3 Mental Health



Working together



Excellence



Openness & Honesty



Compassion

## **JOB DESCRIPTION**

### **JOB TITLE**

**& BAND/GRADE:** Senior Nursing Assistant (Band 3)

**DEPARTMENT:** Mental Health Facilities, Hospital and Community

**BASE:** Western Trust

**REPORTS TO:** Ward Manager / Team Manager

**RESPONSIBLE TO:** Ward Manager / Team Manager

### **MAIN DUTIES & RESPONSIBILITIES**

1. To work in accordance with the aims and the philosophy of the Western Health & Care Trust with particular reference to the facility's operational policy.
2. Assist/facilitate clients to participate in all activities of daily living so as to ensure that individuals reach and maintain their maximum potential. This would also include accompanying residents on outings using transport provided.
3. Contribute towards the development and maintenance of a multi-disciplinary team ethos so as to ensure a happy and therapeutic environment.
4. Participate and contribute to the development of quality enhancement initiatives.
5. Provide aspects of care as prescribed by the Named Nurse.
6. Foster good working relationships with carers/community mental health team and significant others, e.g. Voluntary Groups.
7. To undertake as required appropriate courses of training.
8. Initiate action regarding untoward incidents and document and record in keeping with laid down procedures.
9. Reporting any deviation from the normal to the Nurse in Charge.
10. To participate as required in review meetings for individuals and staff meetings.
11. To be available for day/night duty as required.
12. Adhere to all current Health and safety Regulations.
13. To discharge the allocated duties in such a manner so as not to bring the Western Health & Social Care Trust into disrepute with due consideration for the confidentiality of the client and respect for their property and circumstances.



## **General Management Responsibilities**

The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with 'Your right to raise a concern (Whistleblowing)' policy and their professional code of conduct, where applicable.

## **General Requirements**

The post holder will be required to:

- Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
- Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
- Adhere at all times to all Trust policies/codes of conduct, including for example:
  - Smoke Free policy
  - IT Security Policy and Code of Conduct
  - standards of attendance, appearance and behaviour
- Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
- Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
- All employees of the Western Trust are legally responsible for all records held, created or used as part of their business within the Western Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the Western Trust policy and procedures on records management and to seek advice if in doubt.
- Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
- Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom



he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

- The HSC Code of conduct sets out the standards of conduct expected of all staff in the Western Health & Social Care Trust and presents standards of conduct and behaviours required during and after employment with the Trust. Professional staff are expected to follow the code of conduct for their own professions as well as this code.
- Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal and Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.  
[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

- Employees must at all times abide by Trust policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.
- Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and efficient completion of duties.
- Employees must ensure that they comply with any risk management responsibilities specific to their post, and as set out in the Trust's Risk Management Strategy.
- The Trust is committed to the development and implementation of systems under Integrated Governance to ensure continuous improvement in the quality of services provided. Employees will be expected to co-operate and work with such systems.
- All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person.
- Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility in accordance with the Trust's Equality Scheme.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.

**November 2024**



## PERSONNEL SPECIFICATION

|                                  |  |
|----------------------------------|--|
| <b>JOB TITLE AND BAND:</b>       | <b>Senior Nursing Assistant (Band 3) Mental Health</b> |
| <b>DEPARTMENT / DIRECTORATE:</b> | <b>Mental Health &amp; Learning Disability</b>         |
| <b>LOCATION:</b>                 | <b>Western Trust</b>                                   |
| <b>DATE:</b>                     | <b>November 2024</b>                                   |

**Notes to applicants:**

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

| ESSENTIAL CRITERIA   |   |                                  |
|--|---|----------------------------------|
| <p><b>SECTION 1:</b> The following are <b>ESSENTIAL</b> criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.</p> |   |                                  |
| Factor   | Criteria  | Method of Assessment             |
| <b>Experience / Qualifications / Registration</b>  | NVQ Level 2 in Care or equivalent and 6 months experience providing direct patient care in a formal care setting<br><b>OR</b><br>18 months experience providing direct care in a formal care setting  | Shortlisting by Application Form |
| <b>Other</b>   | For posts within the community, a full current driving licence and access to a car is also essential. Consideration will be given to alternative travelling proposals in respect of applicants who have a disability and cannot hold a licence. | Shortlisting by Application Form |



**SECTION 2:** The following are **ESSENTIAL** criteria which will be measured during the interview/ selection stage:

|                           |  |           |
|---------------------------|--|-----------|
| <b>Skills / Abilities</b> | <ul style="list-style-type: none"> <li>• Multi-disciplinary team working</li> <li>• Good communication</li> <li>• Ability to use initiative, work independently and as part of a team</li> <li>• Confidentiality</li> <li>• Responsible in his/her reporting and record keeping</li> </ul> | Interview |
| <b>Knowledge</b>          | <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Mental Health, Hospital, Community, Statutory and Voluntary service</li> <li>• The role of carers in management of enduring mental illnesses</li> </ul>  | Interview |

**DESIRABLE CRITERIA**

**SECTION 3:** these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

| <b>Factor</b>     | <b>Criteria</b>   | <b>Method of Assessment</b>      |
|-------------------|---|----------------------------------|
| <b>Experience</b> | 1 years' experience working in a Mental Health setting. | Shortlisting by Application Form |

*Band 3 £22,816 - £24,336\**

*Please note as this role may not meet the minimum salary threshold for a Skilled Worker visa (including a Health and Care Worker visa) and the Trust will be unable to employ anyone that requires Sponsorship. For further information visit the UK visas and Immigration website*

[UK Visas and Immigration - GOV.UK](https://www.gov.uk/uk-visas-and-immigration)

**If this post is being sought on secondment then the individual MUST have the permission of their line manager IN ADVANCE of making application.**

*As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.*

“The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary, within the range of the pay band may be available if the person appointed has experience relevant & equivalent to the post. If the successful







candidate is an existing HSC employee moving to a higher band, AFC Pay on Promotion will apply.”

“Are able to request Flexible Working from the 1<sup>st</sup> day of their employment. A number of flexible working provisions are offered by all HSC Organisations including Full-time working, Fixed working patterns, Part-time working, Flexi-time, Compressed/elongated hours, Average hours working patterns, Term-time working, Job-share or Homeworking for some or all of the working pattern, depending on the role being undertaken. Successful applicants are encouraged to discuss with their manager what Flexible Working provisions may be available in the role they are taking up, prior to commencing employment, to help them achieve a positive Work/Life Balance”.

**Successful applicants may be required to attend for a Health Assessment**

**THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**



| HSC Value  | What does this mean?   | What does this look like in practice? - Behaviours  |
|--|--|---|
|  <p><b>Working Together</b></p>         | <p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p> | <ul style="list-style-type: none"> <li>• I work with others and value everyone’s contribution</li> <li>• I treat people with respect and dignity</li> <li>• I work as part of a team looking for opportunities to support and help people in both my own and other teams</li> <li>• I actively engage people on issues that affect them</li> <li>• I look for feedback and examples of good practice, aiming to improve where possible</li> </ul> |
|  <p><b>Compassion</b></p>               | <p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>               | <ul style="list-style-type: none"> <li>• I am sensitive to the different needs and feelings of others and treat people with kindness</li> <li>• I learn from others by listening carefully to them</li> <li>• I look after my own health and well-being so that I can care for and support others</li> </ul>  |
|  <p><b>Excellence</b></p>              | <p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high-quality, compassionate care and support.</p>   | <ul style="list-style-type: none"> <li>• I put the people I care for and support at the centre of all I do to make a difference</li> <li>• I take responsibility for my decisions and actions</li> <li>• I commit to best practice and sharing learning, while continually learning and developing</li> <li>• I try to improve by asking ‘could we do this better?’</li> </ul>  |
|  <p><b>Openness &amp; Honesty</b></p> | <p>We are open and honest with each other and act with integrity and candour.</p>  | <ul style="list-style-type: none"> <li>• I am open and honest in order to develop trusting relationships</li> <li>• I ask someone for help when needed</li> <li>• I speak up if I have concerns</li> <li>• I challenge inappropriate or unacceptable behaviour and practice</li> </ul>  |

All staff are expected to display the HSC Values at all times



