

Document Reference Number	1.4 Roles & Responsibilities (PA'S & Leader's) (Introduction)		
Document developed by	CEO & Support and Development Team	Document approved by	CEO & DCIL Board Members
Approval date	May 2021	Revised: Next Revision Date:	January 2023 January 2025
Responsibility for Implementation	DCIL Staff	Responsibility for review and audit	DCIL Support & Development Team

POLICY STATEMENT:

The Roles and Responsibilities of Personal Assistants and Leaders should be clear and understandable to everyone involved in the Service.

PURPOSE:

To ensure that everyone involved in the DCIL service will understand the Roles & Responsibilities of Personal Assistants and Leaders.

SCOPE:

This policy refers to all DCIL Staff working within the Donegal Centre for Independent Living, as well as Leaders accessing our services.

PROCEDURE:

Personal Assistant's Role & Responsibilities

- 1.3.1 A Personal Assistant (referred to as a PA) provides assistance with personal care, food preparation and household tasks, and assists people outside the home environment to continue living within their local community by attending work or education and going to social activities such as pubs, clubs, cinema, theatre, sporting events, holidays, etc. The activities of the PA are directed by the person with the disability (the Leader). A PA's primary function is to facilitate the person with a disability to lead an independent life.
- 1.3.2 While acknowledging the Leader's right to make their own choices and run their own service, DCIL recommend that essential tasks such as personal care and food preparation should be prioritised over household chores, should there be time constraints.
- 1.3.3 In the event that circumstances result in the PA working over the allocated time, this should result in an acknowledgement from the Leader and where possible Time in Lieu is allocated.
- 1.3.4 It is the PA's responsibility to cooperate with DCIL in ensuring that their training requirements, as set out by DCIL, are up to date. Failure to have the appropriate training may result in temporary suspension of work or termination of employment should the PA continue to refuse to undertake mandatory training.

- 1.3.5 DCIL's PAs must cooperate with DCIL in all forms of Reviews i.e. PA Review—and PA/Leader reviews which will take place annually.
- 1.3.6 It is the PA's responsibility to ensure that they are familiar with DCIL's Policies and Procedures and Safeguarding Policies which can be seen on our website at www.donegalcil.com. Hardcopies are available at the DCIL reception upon request.
- 1.3.7 PAs must have a clear understanding of the roles and responsibilities of a Personal Assistant.
- 1.3.8 It is the responsibility of the Personal Assistants to ensure that the recommendations from a Risk Evaluation are met and adhered to.
- 1.3.9 PAs must understand the Philosophy of Independent Living.
- 1.3.10 PAs must be able to talk publicly about their role as a Personal Assistant while being careful not to disclose any confidential information.
- 1.3.11 PAs must understand and execute their responsibilities as an employee.
- 1.3.12 PAs must be available to attend any training which DCIL may run as part of their job, it is mandatory to attend all training sessions.
- 1.3.13 PAs must be able to give notice to their Leaders and the DCIL office for Holidays/ Annual Leave, etc.
- 1.3.14 PAs must be able to manage and submit timesheets, etc., and documents as required by DCIL.
- 1.3.15 PAs must have the ability to follow directions from the Person with a Disability (Leader).
- 1.3.16 PAs must be trustworthy, honest and respect confidentiality.
- 1.3.17 PAs must be flexible and reliable.
- 1.3.18 PAs must always respect the Leader's right to make their own choices.
- 1.3.19 PAs must be a good listener with good communications skills.
- 1.3.20 PAs will be encouraged to evaluate the support they receive from DCIL by way of PA Reviews which will be carried out annually.

Leader's Role & Responsibilities

- 1.3.21 The person with the disability is referred to as the Leader since the activities of the Personal Assistant (PA) are lead/directed by the person with the disability. For instance, the person with the disability may instruct their PA to clean the windows, if they so require, however, the PA will not undertake this task unless directed to do so by the Leader, or without some sort of input from the leader.
- 1.3.22 It is the Leader's responsibility to ensure that they are familiar with DCIL's Policies and Procedures and Safeguarding Policies which can be seen on our website at www.donegalcil.com which are available on hardcopy at DCIL reception upon request.
- 1.3.23 DCIL Leaders will be encouraged to cooperate with DCIL in all forms of Reviews i.e. Leader Review and PA/Leader reviews which will take place annually.
- 1.3.24 While acknowledging the Leader's right to make their own choices and run their own service, DCIL recommend that essential tasks such as personal care and food preparation should be prioritised over household chores should there be time constraints.
- 1.3.25 In the event that circumstances result in a PA working over the allocated time, this should result in an acknowledgement from the Leader and where possible Time Off in Lieu allocated.
- 1.3.26 Leaders must understand the role and responsibilities of a Leader/PA.
- 1.3.27 Leaders must understand the Philosophy of Independent Living.
- 1.3.28 Leaders must understand and execute responsibilities as an employer/manager.
- 1.3.29 Leaders must be available to attend any training which DCIL may run.
- 1.3.30 Leaders must be able to manage timesheets, etc., and documents as required by DCIL.
- 1.3.31 Leaders must understand how their disability impacts on their life.
- 1.3.32 Leaders must be aware of the nature and level of assistance needed.
- 1.3.33 Leaders must be capable of scheduling Personal Assistant (s).
- 1.3.34 Leaders must be capable of making alternative arrangements if a PA is not available.
- 1.3.35 Leaders must be capable of recruiting, employing assistants.
- 1.3.36 Leaders will be encouraged to evaluate the support they receive from DCIL by way of a Leader Review which will be carried out annually.
- 1.3.37 Leaders will be encouraged to evaluate the professional relationship they have with their PA by way of Leader /PA review which will be carried out annually.

LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:

Centre for Independent Living, Dublin
Donegal Centre for Independent Living, Donegal

ROLES AND RESPONSIBILITIES:

It is the responsibility of DCIL staff to comply with the above policy.
It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

IMPLEMENTATION PLAN:

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

REVISION AND AUDIT:

This policy will be reviewed in May 2025 by the DCIL Support & Development Team and CEO of DCIL.