

# Job Description: Health Care Assistant

General role information	
Job Title:	Health Care Assistant
Reporting to:	Clinical Services Matron
Salary Band:	A
Notice period:	Two Months
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	No
Client facing role?	Yes
Key stakeholders – internal?	
Key stakeholders – external?	
About MSI Reproductive Choices	
<p>Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.</p> <p>As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.</p> <p>At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

[Resourcinguk@MSIChoices.org](mailto:Resourcinguk@MSIChoices.org)

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## The department / team

We are looking for a passionate and committed Healthcare Assistant to join our team within our Essex region.

Supporting an experienced nurse/midwife led team working towards our goal of supporting our clients in their reproductive choices. The Essex region has a specialised workforce of advanced safeguarding, senior contraception and ToP clinicians working closely with our HCA team to deliver our services.

## The role

Reporting to the Clinical Services Matron, the main focus of the role is to provide compassionate and effective care to our clients while developing specific skills to further your knowledge. The role spans across multiple clinical areas each with their own set of competencies.

## Key responsibilities

### Consultation

- Blood sampling
- BMI checks
- TEWS observation
- Pregnancy testing
- Chaperoning clients

### Ward

- Provide support to clients, alongside Registered Nurses / Midwives, in their pre and post-op care
- Monitoring observations according to the TEWS policy
- Escorting clients through to treatment
- Sterilisation and preparation of clinical areas

### Surgical Treatment

- Assisting with recovery of client and transport back to post-op ward
- Disposal of foetal tissue
- Assisting anaesthetist and surgeon where necessary
- Supporting privacy and dignity in the treatment
- Sterilisation and preparation of instruments and soft packs for each procedure and cleaning and re-sterilising instruments following each procedure
- Preparation and cleaning of treatment areas, sluice and recovery prior to, and after, each operating list

### Equipment and Environment

- Assisting in the daily checking and maintenance of routine, emergency and environmental equipment ensuring that all checks are carried out to a satisfactory standard and recorded
- Assisting in the checking of stock levels and participating in the ordering of stores as directed by the Clinical Supervisor Training

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- Participation in personal performance review
- Regular updating of own knowledge and development and undertaking training/learning activities

## Occasional Duties

- Any other duties as directed by the Regional Manager, Clinical Services Matron, Operations Manager or Clinical Team Leader
- Identifying safeguarding concerns and reporting to a registered Nurse / Midwife

## Key Skills and Experience

To perform this role, it is **essential** that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Ability to work as part of a team and liaise with people of all levels
- Good listening and communication skills
- Flexibility and willingness to travel to other centres with reasonable notice

To perform this role, the following skills are desirable:

- Previous HCA experience

## Formal Education/qualification

- English Language and Mathematics to GCSE standard of equivalent
- Level 3 NVQ in Healthcare desirable
- IT Literate

## Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Pro-choice, support and adhere to MSI vision and goals .
- Dynamic, creative individual with the ability to show initiative .
- Team player, providing support and encouragement .
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands .
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure .
- Focused on delivery with a 'can do' approach.

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- Demonstrates MSI team member behaviours and professional self-development.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

## Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**