



# Saint John of God Community Services Liffey Region

## Job Description

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<b>Post:</b>	Manager Early Services( Social Care Leader grade)
<b>Location:</b>	Saint John of God Community Services Ltd., Liffey Services, or any other location associated with the Region.
<b>Responsible to:</b>	Interim Regional Director
<b>Reports to:</b>	Programme Manager Early Services via Programme Co-ordinator.

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Hospitality, Compassion, Respect

### **Person Specification:**

#### **Qualifications:**

- A relevant 3rd level qualification in the area of Early Childhood Education that is approved by the Department of Children, Equality, Disability, Integration and Youth (DCYA) is essential.
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#### **Experience:**

- At least 2 years supervisory/management experience working with children.

#### **Professional Knowledge**

- Have familiarity with alternative communication systems (PECs/Lámh/AAC).
- Knowledge of Aistear Siolta/PEEPS.
- A good knowledge of child development and the different types of disabilities and their impact on development.
- Excellent knowledge and understanding of TUSLA and relevant legislation.
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**Full clean drivers licence required**

**Role and Responsibilities:**

The key areas of responsibility of the Early Services Manager will be:

- To ensure compliance with regulation as outlined in The Health Act 2007 and the subsequent regulations.
- To ensure the best quality service for the people supported in line with the TUSLA Standards.
- To ensure the development and implementation of quality systems primarily using the Personal Outcomes Measure so that a service of the highest quality is provided to the children and their families.
- To ensure the provision of a high standard of living for clients a vis-à-vis housekeeping , hygiene, and well balanced diets.
- To ensure that effective communication links between clients, families, volunteers etc. are maintained.
- To keep up to date with the Order's service policies and ensure their application at house level.
- To Supervise and manage a staff team.
- To ensure that the Pastoral Care needs of each child are met.
- To ensure compliance at house level with all provisions of Menni Services financial/accounting procedures.
- To ensure compliance at house level with all procedures related to administrative matters as set out in the local policy manual and in this regard liaise with the Administrative Manager.
- To ensure compliance with the provisions of Safety, Health and Welfare at work legislation as detailed in Menni Services Safety Statement.
- To maintain all records and statistics as appropriate to the post and to furnish returns on a regular basis.
- To conduct P.D.R's in accordance with the Order's policy.
- To provide out of hours on-call support on a rotational basis.
- To liaise with the Administrative Manager in relation to addressing maintenance works.
- To attend meetings/in-service training programmes as may be organised from time to time.
- The Early Services Manager will have access to information concerning the medical and/or personal affairs of children. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning clients be divulged except in the performance of normal duties. In addition, confidential records must be kept in safe custody at all times.
- To perform another duties which may be assigned to you from time to time by the Director or designate person.

- You are required to respect and operate within the framework of the tradition, character and ethics, which govern the work of the Order of St. John of God.

### **CONFIDENTIALITY**

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need to know basis.

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

***This job description will be subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Regional Director.***

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