



# Saint John of God Community Services Liffey Region

## Job Description

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<b>Post:</b>	Social Care Leader
<b>Location:</b>	Saint John of God Community Services Ltd., Liffey Services, or any other location associated with the Region.
<b>Responsible to:</b>	Regional Director
<b>Reports to:</b>	Programme Manager, Residential Services

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Hospitality, Compassion, Excellence, Justice, Respect

### **Person Specification:**

#### **Qualifications:**

- Degree (HETAC Level 7) in Health and Social Care or equivalent
- Or Degree in Nursing and registered with the NMBI
- Qualification in management essential

#### **Experience:**

- A minimum of three years' experience working with people with intellectual disabilities in a supervisory capacity essential.

#### **Professional Knowledge**

- Knowledge of the Health Act 2007 and the HIQA Standards and Regulations
- Safeguarding
- Risk Management
- GDPR
- European working time directive

**Full clean drivers licence required and access to own vehicle.**

### **Role and Responsibilities:**

The key areas of responsibility of the Social Care Leader will be:

Provide governance and management support to one or more locations for people with moderate, severe and profound intellectual disabilities.

- To ensure compliance with regulation as outlined in The Health Act 2007 and the subsequent regulations as Person in Charge (PIC) of a designated centre.
- To ensure the best quality service for the people supported in line with the HIQA Regulations and Standards.
- In keeping with our system of Person Directed Planning to ensure that all Personal Planning meetings are carried out on time, to ensure that all residents' decisions and choices are respected and to support residents in attaining their goals.
- To ensure the provision of a high standard of living for residents' a vis-à-vis housekeeping, hygiene, and well balanced diets.

### **Communication:**

- To ensure that effective communication links between residents, families, volunteers etc. are maintained.
- To provide Residents with all available opportunities to communicate.
- To ensure that individual and their families are involved in any decision making process relative to them.
- To organise regular staff meetings and to ensure that an effective system of communication is in operation.
- To maintain and promote effective communication between Day Service staff and Residential Home/Respite facility.
- To liaise with other Managers, heads of departments and external agencies in matters concerning both the direct provision of services and also concerning the effective provision of support services.

### **Management:**

- To supervise and manage a staff team. To promote a healthy work environment which encourages staff to develop their potential within a spirit of teamwork.
- To conduct professional supervision and Personal Development Reviews in accordance with the Organisations policy.
- To keep up to date with the Organisations service policies and ensure their application at house level.

- To ensure compliance at house level with all provisions of Liffey Services financial/accounting procedures, Timesheets and rosters.
- 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 Operations Manager.
- To ensure compliance with the provisions of Safety, Health and Welfare at work legislation as detailed in Liffey Services Safety Statement.
- To maintain all records and statistics as appropriate to the post and to furnish returns on a regular basis.
- Management of all leave within your designated centre and in line with organisational policies.

**Other duties:**

- To liaise with the Operations Manager in relation to addressing maintenance works.
- To attend meetings/in-service training programmes as may be organised from time to time that are deemed appropriate to the role.
- To participate in local committees and working groups as requested.
- The Social Care Leader will have access to information concerning the medical and/or personal affairs of residents. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning residents be divulged except in the performance of normal duties. In addition, confidential records must be kept in safe custody at all times.
- You are required to respect and operate within the framework of the character and ethics, which govern the work of the Order of St. John of God.
- To provide out of hours on-call support on a rotational basis.
- To perform another duties which may be assigned to you from time to time by the Programme Manager/Director.
- The role may be relocated to another area that requires your specific skill set.

**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 residents 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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