



Saint John of God Community Services Liffey Region

Job Description

Post: Staff Nurse, Early Services

Location: **Southwest Dublin Area**, Saint John of God Community Services Ltd., Liffey Region, or any other location associated with the Region.

Reports to: Early Services Coordinator

Responsible to: Regional Director

Hospitality, Compassion, Respect, Excellence, Justice

Person Specification:

Qualifications:

- **Nursing Degree / Nursing Qualifications leading to Registered Nurse (May be RGN or Specialist)**

Experience:

- **Have previous relevant experience of working with children with an intellectual disability and/or other related conditions.**
- Have previous experience with alternative communication systems (PECs/Lámh/AAC).
- Have previous experience of working with families.
- Have previous experience of designing and meeting educational needs of children.

Professional Knowledge

- Have a good knowledge of all aspects of child development and strategies to support same.
- Have an understanding of a holistic approach to child development that encompasses the whole family.
- **Administration and care of PEG feeds**

Desirable:

- **Be innovative, dynamic, resourceful, and flexible and have excellent communication,**

interpersonal and administrative skills.

- **Be able to work as part of a team and also on own initiative**
- **Be self-motivated and enthusiastic**

Role and Responsibilities:

- To ensure the development and implementation of quality systems primarily using the “Personal Outcomes Measures for families with young children” so that a service of the highest quality is provided to the children and their families.
- To ensure that the highest possible standards of care, education and training are maintained in keeping with the values of the Saint John of God Hospitaller Ministries. These values include hospitality, compassion, care, respect, trust, justice and excellence.
- To assist in the development, implementation of a range of programmes.
- To participate in the on-going development, implementation and evaluation of programmes through the implementation of appropriate procedures and practices to ensure delivery of the highest quality and standard of service.
- To report immediately all alleged incidents of Safe Guarding Vulnerable People to supervisor or designated person for Safe Guarding.
- To report to the Co-ordinator, or in his/ her absence to the Programme Manager, all accidents and incidents involving children and staff.
- To ensure that programmes are delivered in a timely and efficient manner.
- To act as advocate for children and families in your area.
- To keep abreast of developments in the field of intellectual disabilities with particular emphasis on education and training of children.
- To carry out duties in compliance with best practice and Saint John of God Policies and procedures
- To be aware of goals set for children and individual Programme Plan and to include them when devising programmes.
- Maintain custody of all medical preparations including controlled drugs and ensure the safe administration of medical preparations in accordance with the Guidance to Nurses and Midwives on the Administration of Medical Preparations (An Bord Altranais).

Communication:

- To provide children with all available opportunities to communicate.
- To ensure that families are involved in any decision-making relative to them.
- To maintain and promote effective communication between staff, parents and the Multi-disciplinary team.
- To liaise with the Co-ordinator in matters concerning both the direct provision of services and also concerning the effective provision of support services.
- To keep the supervisor informed of all matters, which impact directly or indirectly on quality of life.
- To report any irregularities you may observe.
- To participate in local committees and working groups as requested.
- To ensure that all departmental reports and Centre records are confidential to the Service and to maintain confidentiality in respect of matters which come to your knowledge in the course of your official duties.
- To report to your immediate Supervisor without reasonable delay, any defects in equipment or system of work which might endanger safety, health or welfare, of which he/she becomes aware.

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.
