



Saint John of God Community Services Liffey Services

Job Description

Post:	Staff Nurse – Residential Services
Location:	Dublin South West & Kildare, Saint John of God Community Services Clg., Liffey Services or any other location associated with the Region.
Responsible to:	Regional Director
Reporting to:	Programme Manager or any other person designated by him/her

Hospitality, Compassion, Respect

Person Specification:

Qualifications:

- Be on the current register as maintained by NMBI and preferably possess the RNID or RGN qualification.

Experience:

- Working with adults with an Intellectual disability
- Commitment to delivery through a person centred approach

Essential:

- Experience as a registered nurse working with people with an intellectual disability and behaviours that challenge.
- Excellent communication skills and highly motivated and a positive attitude toward residents
- Flexible in all aspects of work
- Full clean driving licence required willingness to drive service vehicles

Role and Responsibilities:

Resident Welfare:

- Assist in the development, implementation of a range of resident programmes aimed at improving quality of life. The service embraces personal choice, relationships, personal development, integration and participation in community life.
- To be a proactive advocate and encourage each resident to become a self advocate.
- To promote and support community involvement for residents.
- To ensure that services users receive the highest standard of care, training, education and development in accordance with the Order's policies.
- To provide for the self-development, individuality and independence of each resident, by devising, implementing and regularly evaluating a Person-Centred Plan for each resident.
- To act as Key Worker for residents as assigned.
- To ensure that each resident has a structured daily routine incorporating therapeutic input from a wide range of disciplines/ services.
- To create a home like environment in which each resident is encouraged to achieve maximum independence in all activities of daily living.
- To identify skill deficits, and to formulate interventions to address same.
- To assist in the provision of a high standard of house management both by undertaking household duties and by teaching, and encouraging each resident to be actively involved in the maintenance of a high standard of house hygiene.
- To identify behaviours that require intervention and to devise and co-ordinate appropriate intervention programmes.
- To use personal initiative and decision-making skills in accordance with procedures established for the effective running of the house.
- To promote the physical well being of each resident and promote/provide a well balanced diet.
- To liaise with families and members of multi-disciplinary team in order to maintain a consistent standard of resident well-being.

- Maintain custody of all medical preparations including controlled drugs and ensuring the safe administration of medical preparations in accordance with the Guidance to Nurses and Midwives on the Administration of Medical Preparations 2000 (An Bord Altranais).

Communication:

- To provide residents with all available opportunities to communicate, promoting augmented communication as indicated.
- To maintaining full and effective communication with the families and all the staff involved in the services users welfare and support.
- To work well within a team, sharing and seeking information; demonstrate the value of co-operation discussion and decision making within a team
- To liaise with the Manager in matters concerning both the direct provision of services and also concerning the effective provision of support services.
- To keep your Manager informed of all matters, which impact directly or indirectly on the resident's quality of life.
- To ensure profiles, person –centred plans, and progress notes are completed in a timely and accurate manner.

- To prepare and submit verbal and written reports and maintain records and documentation when required.
- To actively participate in house meetings, resident reviews, case conferences and family meetings as required.
- 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.

Staff

- To encourage and promote a high standard of professionalism, loyalty, teamwork and effective communication amongst staff, valuing and acknowledging the contribution of all staff.
- To be available from time to time outside normal working hours and to perform such other duties appropriate to the post as may from time to time be required by the Director of Services or any other designated person.
- To be flexible and willing to work in various areas of the service as needs arise.
- To attend Probationary Review and Performance Development Review meetings as organised by your Manager.
- To participate in staff development and in-service training relevant to the post as may be organised from time to time.
- Staff maybe requested at any time to work in another group/area taking into consideration the overall needs of the programme service.
- To comply with dress code regulations at all times.
- To work as a member of team in achieving both the objectives and goals of the house which one is assigned and the continuous improvement of services.

Service

- To ensure that all files are maintained in a professional manner and in keeping with regulations, policies and best practice where appropriate.
- To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in other activities within the service as may be required.

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.