



Saint John of God Community Services Liffey Region

Job Description

Post:	Programme Supervisor
Location:	Saint John of God Community Services Clg., Liffey Services
Reporting to:	Day Service Programme Manager / Day Service Coordinator
Responsible to:	Regional Director

Hospitality, Compassion and Respect

Person Specification:

Qualifications:

- A relevant 3rd Level Qualification in the area of Health, Social Care, or other relevant level 8 qualification.

Experience:

- At least 5 years' experience working with adults with an Intellectual Disability.
- Experience in staff management and change management
- Experience of management systems to support individuals with varying needs.
- Experience in taking leading roles on initiatives that lead to positive outcomes for people with an intellectual disability.
- Proven ability to demonstrate creativity and initiative in supporting and maintaining meaningful community involvement and employment opportunities for people supported.

Professional Knowledge:

- A proven track record in the delivery of Person Centred supports and services.
- A clear vision and implementation strategy for the future direction for adult day services_in line with New Directions National Policy.
- An understanding of the importance of natural support networks.
- A proven track record in meeting targets and standards.
- A full clean drivers licence and access to own means of transport
- Knowledge and experience in the use of Assistive Technology.
- Ability to collate, analyse and plan with data relating to Quality, Safety and Governance

Skills

- Excellent interpersonal, communication, ICT and organisational skills.
- A full clean Driver's License is essential.
- Ability to provide leadership and support to staff in a changing environment.

Role and Responsibilities:

The Programme Supervisor is responsible to the Regional Director or designated person for the coordination, planning and management of Person Directed Programmes in line with New Directions and in accordance with the national policy & guidelines as well as the philosophy, ethos and policies of Saint John of God Hospitaller Ministries.

- To support staff to plan, develop and evaluate Person Directed Plans for each person, to ensure each is supported to maximise their potential and live as independent life as possible in line with their will and preference.
- To deliver all person centred approaches within the assigned programme area in the context of New Directions
- To manage and develop an innovative range of community and person-directed supports that enables each individual to access community opportunities in accordance with the principles of New Directions.
- To promote the use of assistive technology to enhance independence and self-advocacy of people supported.
- To collate, analyse and plan with data relating to people supported e.g. Person Directed Plans, Rights, Safeguarding, NIMS, Health & Safety, etc to ensure better outcomes for people supported.
- To implement relevant National policies and guidelines as well as the policies of the Saint John of God Community Services Liffey Region, and promote the values of Saint John of God Hospitaller Ministries.
- To implement the Safeguarding Venerable Peoples Policy to the full in the assigned Centre.
- To ensure the appropriate support and supervision of the service users assigned to the programme and to assist in the development, implementation and evaluation of individually planned programmes.
- To ensure the appropriate supervision of staff assigned to the centre and to liaise with Management and HR to ensure all probation and supervision reviews are conducted in line with the Orders Policies.
- To organise and direct work practices within the assigned programme area and where appropriate to instruct in specific work related skills, promote appropriate attitudes and maintain service provisions in a disciplined manner.
- To report and liaise with the Operations Manager in relation to administrative, financial, secretarial, maintenance, transport, HR matters where appropriate.

- To ensure the maintenance of relevant and necessary records with regard to individualised service user progress such that the training and developmental needs of service users are developed to a maximum.
- To ensure the maintenance of a standard of quality consistent with standards established by Saint John of God Community Services Liffey Services.
- To ensure that standards and procedures as specified in the Health and Safety legislation and safety statement are observed and to ensure a safe and healthy work environment for all staff, service users, volunteers, outside contractors and members of the public who visit/ work in the centre and to liaise where appropriate with the Safety Officer.
- To keep stock of equipment and ensure that all property is properly maintained.
- To keep up-to-date in relation to methods and knowledge regarding best practice in the area of services for people with intellectual disabilities.
- To perform other duties when required by the Regional Director or any other person nominated by him/her.

CONFIDENTIALITY

The Saint John of God **Data Protection and Information Security Policy** applies to all staff members of Saint John of God Community Services to make sure that data is managed and protected in compliance with GDPR (General Data Protection Regulation) and the Data Protection Act 2018.

Confidentiality is of the highest importance in all of Saint John of God Services and information is disseminated only 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.