



CoAction
EMPOWER • SUPPORT • CARE

CONTACT US
hradmin@coaction.ie

WEBSITE
www.coaction.ie

SOCIAL CARE LEADER - FULL TIME

SPEC PURPOSE CONTRACT - CASTLETOWNBERE

- The successful candidate will have:
 - A recognised professional qualification for Social Care **OR** Registered Nurse Intellectual Disability (RNID) [RNMH qualification is also recognised under the above guidelines] **OR** an equivalent qualification
 - Management Qualification in Health and Social Care
 - Minimum of 3 year's experience working in a supervisory or management role in a health or social care setting
 - Professional knowledge i.e. developmental theories, theoretical framework for residential care.
 - Excellent Interpersonal skills including the ability to communicate well with a diverse group of stakeholders.
 - Strong organisational/ time management skills
 - Excellent problem-solving capabilities
 - Ability to balance diplomacy with assertiveness
 - Open-minded and approachable
 - Willingness to learn
 - Motivated to continually improve quality of the service
 - Ability to write reports with a high level of competency in IT

Employee benefits, full job description, eligibility criteria and application form are available at www.coaction.ie or email in confidence to hrmanager@coaction.ie for any enquiries. CoAction is an equal opportunities employer.

Social Care Leader Job Description

The following description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. Duties may be altered or amended to suit the changing needs of the people we support. Staff will be consulted regarding any such changes. It is our policy to review job descriptions on a regular basis.

Base: Castletownbere

Reporting to: Assistant Director of Services

Overall Purpose of Position

Responsible for the day-to-day activities in the Designated Centre including ongoing compliance with regulation in particular. They will be required to be registered as a Person In Charge as per HIQA regulations. The person appointed will be responsible for health and safety, activity planning, personal care plans, personcentered planning, budget management, staff planning, staff support and supervision and family liaison.

To listen to, learn from, support and work to achieve the priorities of the residents in compliance with the National Standards for Residential Services Children & Adults with Disabilities 2013- [(Health Care Act 2007 (Care and support of residences in designated centres for persons (Children & Adults) with Disabilities) Regulations 2013]. To provide them with a home-from-home experience in accordance with the CoAction's Mission Statement.

Duties and Responsibilities

Main Responsibilities

- Ensure the day to day needs of the residents are being met in compliance with the Health Care Act 2007 (*Care and support of residents in designated centres for persons (Children and Adults) with disabilities) regulations 2013*
- To contribute to the promotion, creation and maintenance of a welcoming, caring and supportive environment in the Designated Centre ensuring a high standard of care is delivered.
- Ensure at all times the residents of the Designated Centre are treated with dignity and respect.
- To be attentive to the physical, social, spiritual and emotional needs of the residents.
- Be registered as PIC (Person in Charge) and fulfil all such duties, including making notifications, as set out in the regulations.
- Meet with auditors (internal and external) and provide access to buildings/records and where appropriate staff, the people we support and their families as required
- To ensure timely and accurate information is available to payroll in line with organisational policy with regard to staffing levels and hours of work within the area of responsibility.
- To take responsibility for the completion and maintenance of staff rosters for the Designated Centre.
- To coordinate the groups and individuals visits to the Designated Centre
- To contribute to the provision of a programme of stimulating activities for all the residents and to support and facilitate them in accessing recreational activities and social outings.
- To ensure the residents are not subjected to any forms of abuse.

- To ensure that health and safety guidelines are adhered to at all times.
- To ensure that all Safeguarding concerns or allegations, accidents/ incidents and complaints are reported and appropriately dealt with in line with CoAction's policies and procedures.
- To ensure each resident has the opportunity to discuss goals for their stay and to facilitate review of these upon completion of their stay.
- To ensure that all relevant records within the centre are maintained to a high standard and in line with regulatory requirements
- Ensure compliance with the safe administration of medication in accordance with CoAction's Medication Management Policy.
- To share in those duties, which are essential to the maintenance of hygiene, and to undertake domestic duties required to maintain the house in a clean and tidy condition.
- Under the guidance of the Assistant Director of Services, maintain good relationships with the families of the residents and other professionals.
- To organise and lead in regular staff meetings and delegate as appropriate
- To keep the Assistant Director of Services informed of all matters relating to the residents welfare through regular formal reports and supervision.
- To be alert to any possible danger, either from defects in premises or equipment, to address and bring to the notice of the Assistant Director of Services.
- In the event of any immediate danger, to take appropriate action to reduce the risk of physical injury.
- Compile and create budget submissions for the area of operation and manage approved budgets
- To develop relevant skills and abilities by taking part in training courses open to you.
- To organise deliver induction and training to residential staff as required.
- To carry out day-to-day supervision of staff reporting to you.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.
- To ensure that all policies are adhered to at all times.
- Whilst acknowledging the need for the professional sharing of information within the team, you are required to have strict regard to the confidential nature of your work, within the team.
- To ensure the referral and enrolment processes for the Designated Centre is adhered to and that all required paperwork is maintained to a high standard.
- To carry out other duties which may be agreed from time to time in discussion with the Assistant Director of Services.

HEALTH & SAFETY

- To be aware of and practice the correct use of all aids and appliances e.g. Hoists.
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each area.
- Maintain the risk register for the respite centre ensuring risks are addressed appropriately
- Be fully aware of the Organisations duties and employee duties under the Safety, Health and Welfare at work Act 2005.
- Act as Area Safety Co-ordinator in line with the terms of the CoAction West Cork Safety Statement.
- Ensure adequate knowledge of emergency actions and plans.

- Ensure fire and safety precautions are implemented and maintained and fire drills are organised regularly in line with the Fire Safety Policy.

LEADERSHIP

- The Social Care Leader will lead, manage, develop and support staff individually and as a team including induction, support and training in line with CoAction practices and the Health Care Act 2007 (Care and support of residents in designated centres for persons (Children and Adults) with disabilities) regulations 2013.
- The SCL will complete annual staff appraisals and quarterly supervision meetings
- The SCL will be responsible for the development of goals and will ensure that these are identified and met.
- Ensure that staff are aware of and adhere to all CoAction Policies and Procedures.
- To develop and maintain effective communication systems both formal and informal with residents, colleagues, families and stakeholders.
- Promote dignity and respect for all - to residents, colleagues, families and stakeholders at all times.
- To ensure that staff establish and maintain relationships with the residents which are based on respect and equality and promote their independence.
- To embrace advocacy in the delivery of person centred care.
- To ensure that complaints received are dealt with in accordance with the CoAction complaints policy.

Social Care Leader Person Specification

Overall Position Purpose:

To take overall responsibility for the operation of the Designated Centre. This includes being responsible for health and safety, programme developments, personal care plans, budget management, staff planning, staff support and family liaison.

Essential Qualifications	Desirable Qualifications
<p>A recognised professional qualification for Social Care, outlined as follows:</p> <ul style="list-style-type: none"> • HETAC/DIT/(UCC) Diploma in Social Care • HETAC/DIT National Diploma in Applied Social Studies • HETAC/DIT National Diploma in Childcare • DIT Diploma in Applied Social Care • National Diploma in Applied Social Studies (Disabilities), The Open Training College, (HETAC) accredited. • BA(Ord)in Social care practice (level 7 on the QQI framework) <p>Or</p> <ul style="list-style-type: none"> • Registered Nurse Intellectual Disability (RNID) <p>RNMH qualification is also recognised under the above guidelines.</p> <p>Or</p> <p>The candidate will possess an equivalent qualification</p> <p>Full Driving licence is essential. <i>(22 years or over as stipulated by CoAction's insurance policy)</i></p> <p>Management Qualification in Health and Social Care</p>	<p>Qualification in the area of ASD</p> <p>Mandatory training as required by HIQA</p> <p>Positive Behaviour support training</p> <p>Person centred planning training</p>
Essential Knowledge, Skills & Abilities	Desirable Knowledge Skills & Abilities
<ul style="list-style-type: none"> • Professional knowledge i.e. developmental theories, theoretical framework for residential care. • Excellent Interpersonal skills including the ability to communicate well with a diverse group of stakeholders. 	<p>Utilisation of excel databases</p> <p>Policy development and review</p>

<ul style="list-style-type: none"> • Interpersonal skills • Management skills • Strong organisational/ time management skills • Excellent problem-solving capabilities • Ability to balance diplomacy with assertiveness • Open-minded and approachable • Team player • Flexibility • Willingness to learn • Motivated to continually improve quality of the service • Dedicated • Ability to write reports with a high level of competency in IT • Proven interest in sports/activities • Leadership skills • Assertiveness 	
<p>Essential Experience</p> <p>Applicants should have a minimum of 3 years experience working in a supervisory or management role in a health or social care setting</p>	<p>Desired Experience</p> <p>Previous experience of being the PIC for HIQA purposes</p>