

Person Specification

Position Title: Social Care Leader

Based: Castletownbere

Reports To: Area Manager

Overall Position Purpose: Working primarily in community group homes, your role will be to provide leadership on the delivery of safe, high quality and person centred support and care to adults with intellectual disability in a residential care setting. The successful applicant will be committed to the principles of rights based, person directed services, delivered within a regulated environment, who are keen to support the people who use the service in living life to the full. They will have the ability to deliver strong and effective leadership to the staff team. They will have a proven background in social care with ability to work within the administrative demands of a HIQA regulated setting.

Essential Qualifications

- Degree in Social Care, Applied Social Studies or equivalent
- Full, Clean driving Licence

Desirable Qualifications

Patient Handling and Moving, Fire Safety, Vulnerable Adult Protection, 1st Aid, Medication management, MAPA/Challenging Behaviour Training, Managing staff

Essential Skills

Computer literacy and proven ability to complete and maintain accurate records
 Ability to communicate effectively with a range of stakeholders.
 Ability to work as part of a team
 Ability to work safely and competently with a range of people
 Capacity to lead staff – displays knowledge, assertiveness, empathy, patience, drive and effective communication

Desirable Skills

Essential Experience

- Minimum 2 years' experience of working with adults with an intellectual disability in a Residential/ Care setting

Desired Experience

Experience of supervising staff
 Experience of HIQA inspection and regulation

Job Description

Social Care Leader

Responsible to: Area Manager

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.

Overall Purpose of Position

Responsible for the day-to-day activities in the designated centre including ongoing compliance with regulation. In particular, the social care leader will be required to be registered as a Person Participating in Management (PPIM) as per HIQA regulations, health and safety, programme implementation, personal care plans, person centered planning, budget management, staff planning, staff support and supervision, and family liaison.

JOB GOAL:

To work to achieve the priorities of the residents of the residential and respite service 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 the residents with a home-from-home in accordance with CoAction's Mission Statement “

Main Responsibilities

LEADERSHIP

- Under the direction of the Area Manager, the Social Care Leader will 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 and the Provision of the Childcare Act 1991 and all relevant regulations and standards that apply to Children in care as and when required.
- Timely and accurate verification, sign-off and forwarding of timesheets & OWT forms.
- Completion and maintenance of staff rosters for both houses.
- Completion of annual staff appraisals and quarterly supervision meetings.
- Managing staff issues as they arise and address these appropriately.
- Attending bi-monthly multi-d team meetings in conjunction with service co-ordinator and area manager.
- To meet auditors (both internal and external) and provide information/ access as required to them.
- To follow up on audit reports and complete action plans in conjunction with relevant stakeholders.
- To compile and create budget submissions for the area of operation and subsequently manage approved budgets.
- To maintain the risk register for both houses ensuring risks are addressed and managed in an effective, efficient and timely manner.
- To oversee the incident accident reports and compile relevant reports as requested.
- To ensure residents files are maintained effectively with regular review and input from relevant stakeholders – family, MDT, Key worker etc...
- To carry out regular (fortnightly) spot checks on residential services under the 18 outcome measures.

- To deputise for the PIC during periods of annual leave and fixed closures and to be competent in the completion of 3 day notifications to HIQA.
- To act as Area Safety Co-ordinator in line with the terms of the CoAction West Cork Safety Statement
- To report safeguarding concerns in line with the policy of CoAction West Cork.
- To promote a “Team” ethos amongst the staff within the residential centre and to be a leader of that team.
- To promote and encourage the development of innovative practice in line with Next Steps, New Directions and individuals person centred plans.

General

- Ensure that staff are aware of and adhere to CoAction Policies and Procedures.
- To develop and maintain effective communication systems both formal and informal with residents, colleagues, families and stakeholders.
- Promote dignity at work and show respect to residents, colleagues, families and stakeholders in the course of duty.
- 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 centered care.
- To ensure that complaints received are dealt with in accordance with the CoAction complaints policy.
- 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 people we support.
- To encourage group participation in the day- to- day running of the house. i.e cleaning, budgeting, cooking, menu planning, shopping, recreation activities.
- To organise outings for residents which are planned , assessed for risk and which support the expressed needs and wishes of the residents.
- To contribute to the provision of a programme of stimulating activities for all the residents and to assist the people who use the service in developing recreational activities and hobbies.
- To implement agreed programmes in liaison with the the Area Manager
- To ensure that all relevant records within the house are maintained to a high standard
- 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 Area Manager to maintain good relationships with the families of the people we support and other professionals.
- To organise and participate in regular staff meetings.
- 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 keep the Area manager, and Service Co-ordinator as appropriate informed of all matters relating to the residents welfare through regular reports and oral communication.
- To be alert to any possible danger, either from defects in premises or equipment, to address and bring to the notice of the Area manager.
- In the event of any immediate danger, to take appropriate action to reduce the risk of injury.
- To develop relevant skills and abilities by taking part in training courses open to you.
- To deliver induction and training to residential staff as required .
- To carry out day-to-day supervision of staff reporting to you including effective handover procedures.
- 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.
- Supporting learning and skills retention for residents in the area of activities of daily living.
- To administer and record prescribed medication to residents in line with the Medication Management Policy
- To carry out other duties which may be agreed from time to time in discussion with the Area Manager.

HEALTH & SAFETY

- To be aware of and practice the correct use of all aids and appliances e.g. Hoists across the residential centre
- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each residential centre.
- Make oneself aware of the Organisations duties and the employee duties under the Safety, Health and Welfare at work Act 2005.
- Report faulty equipment and fittings to the Person in Charge/Manager.
- To ensure adequate knowledge of emergency actions and plans.
- To ensure fire and safety precautions are implemented and maintained throughout the residential centre.
- To maintain current and effective emergency plans and procedures for the residential centre.
- To act as a lead in the area of effective health, safety and risk management.

Particulars of Post

- The salary for this position is in line with the Health Service Executive's Social Care scale.