



CoAction
EMPOWER • SUPPORT • CARE

CoAction West Cork provides quality services to support children and adults with an intellectual disability and autism. We aim to support people to develop their unique personal gifts, strengths and talents and to live their own lives in the way that they choose.

**Social Care Leader
39 Hours Per Week, Monday – Friday (Sleepovers
required)
Based in Skibbereen
Maternity Leave Cover**

To apply please submit:

- 1. A cover letter**
- 2. Your CV**
- 3. CoAction application form**

An application form can be downloaded from www.coaction.ie

Enquiries to Tel: 027 50114, Email: hr@coaction.ie

Closing date for receipt of applications:

September 20th 2018

Post your application to HR Administrator, CoAction West Cork, Slip,
Bantry. Co. Cork

Incomplete applications will not be considered.

CoAction West Cork is an equal opportunities employer.

Person Specification

Position Title: Social Care Leader

Based: Group Home

Reports To: Area Manager

Overall Position Purpose: To take overall responsibility for the operation of your designated group homes. This includes being responsible for health and safety, programme developments, personal care plans, budget management, staff planning, staff support and family liaison.

Essential Qualifications

A recognised professional qualification for Social Care, outlined as follows;

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.

Registered Nurse Intellectual Disability (RNID)
 RNMH qualification is also recognised under the above guidelines.

Full Driving licence is essential. *(22 years or over as stipulated by CoAction's insurance policy)*

Desirable Qualifications

Essential Skills

Professional knowledge i.e. developmental theories, theoretical framework for residential care.

Interpersonal skills
 Maturity
 Ability to relate to people with intellectual disabilities
 Flexibility
 Willingness to learn
 Motivation
 Ability to write reports
 Proven interest in sports/activities
 Leadership skills
 Assertiveness

Desirable Skills

Swimming

Essential Experience

Desired Experience

Applicants should have a minimum of 3 years experience working in a similar area.

Management experience

Social Care Team Leader Job Description

Responsible to: Area Manager

Base: Bantry

The following job description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. Duties may be altered or amended by the organisation to suit the changing needs of the people we support. As much notice as possible will be given regarding any such changes. It is our policy to review job descriptions on an on-going basis.

Overall Purpose of Position

The Social Care Team Leader has responsibility for the operation of services in their area of assignment, including residential, respite, and supported living. In line with the ethos of the organisation, relevant legislation, HIQA Regulations, and HSE Policy, the Social Care Team Leader will support the Area Manager, and lead and motivate the team of residential staff to ensure delivery of the best possible service to the people we support. The post holder, is registered as PPIM (Person Participating in Management) under HIQA Regulation. The post holder is responsible for line managing Social Care Leaders in the areas of assignment. The post holder will ensure all staff and volunteers are working within the context of best practice, the organisation's policies, procedures and guidelines, in compliance with HIQA and other relevant statutory regulations. Particular attention must be given to safeguarding and protection issues, behaviour management issues, risk management issues and to ensuring each individual's social, mental, emotional, spiritual, financial, health and well-being are fully taken into account. The post holder will work some evenings and weekends, in addition to participating in the on-call system.

Main Responsibilities

- Lead, and support the staff working in residential/respite/supported living areas.
- Visit all houses regularly to supervise staff practices and enable positive communication and leadership of the team(s)
- Ensure paperwork in all areas– residential/respite/supported living is up to date and in compliance with HIQA/Legislative requirements
- Ensure the needs of the people we are supporting are periodically reviewed and assessed
- Ensure Building maintenance and housekeeping are maintained to a good standard
- Manage respite for Bantry, to maximise bed usage/deal with emergency and planned respite.
- Complete & submit staff premium time sheets & time sheets for staff
- Monitor OWT forms & annual leave for staff in Bantry
- Supervise Social Care Leaders including supervision meetings, appraisals etc.
- Support the Area Manager in identifying staff training needs on an ongoing basis, and ensure staff are trained in line with organisation policy
- Support Induction of new starters, and recruitment of same

- Attend meetings with MDT when required
- Deal with issues as they arise on a daily basis in a prompt manner to avoid escalation into major issues
- Monitor budgets for all group homes, including Finances and Housekeeping for the people we support in Bantry
- Assist the Line Manager in preparing and monitoring budgets
- Participate in the annual respite review
- Meet with families to discuss future planning for their family members accommodation needs
- Maintain Residential/Respite/Supported living, reporting as required
- Participate in the CoAction On-Call System
- Develop, co-ordinate and ensure appropriate support is being provided to people living independently
- Support the implementation and ongoing review of Behavioural Support Plans, person centered support plans and any other plans that may be required or developed in the future
- Maintain a high level of confidentiality at all times
- Be fully informed of CoAction Policies, Procedures and Guidelines relevant to staff and the people we support
- Attend appropriate courses and training as requested by the Line Manager
- Support the ongoing development and maintenance of good communication and co-operation between staff working in both day and residential services
- Ensure best use of, and access to transport
- Support the implementation of specific aspects of individual plans in relation to accessing local community facilities e.g. GP surgeries, dental clinics etc and participation in the local community and developing meaningful social roles
- Facilitate advocacy for individuals and groups
- Support staff to ensure each individual is being supported to live their life as independently as possible e.g. Ensure each person has access and control of their own money as much as is practicable
- Promote the recognition of and respect the rights, dignity and privacy of the people we support at all times
- Network and develop positive working relationships with professional support staff, families, relevant agencies and organisations within the service area as agreed with the Line Manager