

**Person in Charge - Residents Services
Stewarts Care**



Role	Person in Charge - Resident Services
Closing Date	05 th August 2021
Scale	CNM 1
Duration of Post	Permanent Full Time Position.
Location	Assigned Designated Centre.
Reporting Relationship	Director of Care - Residents, or a person nominated by them.
Job Purpose	To effectively manage a Designated Centre.
Scope of the Role	The role encompasses management of all aspects of the Designated Centre to include provision of a high quality, person-centred service to residents and effective management of the staff team and resources.
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. Effectively discharge your role as Person in Charge, in line with the requirements of The Health Act (2007) and associated Regulations. 2. Ensure that allocated resources are effectively managed and deployed. 3. Implement management systems, which ensure that the service provided is safe, appropriate to service user needs, of a high quality and effectively monitored.
Specific Duties and Responsibilities	<p>Quality, Safety and Risk</p> <ol style="list-style-type: none"> 1. Effectively discharge your role as Person in Charge, in line with the requirements of HIQA, the Health Act (2007) and associated Regulations. 2. Ensure that all Stewart Care policies and procedures are in place, up to date and effectively implemented in your areas of responsibility. 3. Ensure that Stewarts Care Safeguarding systems and processes are implemented effectively in your areas of responsibility. 4. Maintain an up-to-date Risk Register in line with the policy requirements. 5. Ensure the Risk and Incident Management policies and procedures are implemented effectively in your service area.

Specific Duties and Responsibilities (Continued)	<ol style="list-style-type: none">6. Ensure all necessary risks are escalated to your Divisional Lead, through your line manager, in a timely manner.7. Educate all staff and students on the standards and regulation (S.I.367) and their role in adhering to these.8. Continually monitor and improve the quality of the service, through observation and audit.9. Ensure that quality improvement plans from all audits (including HIQA inspections and provider visits) are implemented effectively.10. Facilitate an annual review of quality, in line with regulation 23, and implement actions required from this review. <p>Person-Centred Service Provision</p> <ol style="list-style-type: none">1. Ensure that the resident is at the centre of service provision at all times.2. Ensure that each resident’s assessments, person-centred plan and care plans are up-to-date; based on residents’ needs, wishes and rights; communicated effectively to all staff and effectively implemented.3. Ensure that families are treated respectfully, communicated with effectively and actively involved in the life of the resident, in accordance with the resident’s wishes.4. Ensure that necessary multi-disciplinary supports are sourced for residents.5. Ensure resident meetings occur on a monthly basis.6. Implement a process of applying learning / improvements in the service, emergent from the service user meetings.7. Implement any appropriate improvements identified from the feedback received from families, as part of the annual review of quality.8. Ensure that all residents have access to independent advocacy in accordance with their wishes.9. Ensure that the management of service user finances is strictly in line with the Policy and Procedures on same.10. Ensure that the complaints policy is implemented effectively.
---	---

<p>Specific Duties and Responsibilities (Continued)</p>	<p>Management of Staff and Resources</p> <ol style="list-style-type: none"> 1. Build an effective staff team. 2. Actively manage staff performance on a day-to-day basis and through the HR formal structures. 3. Convene and chair effective monthly staff team meetings and maintain comprehensive records of same. 4. Implement the Professional Development Planning and Supervision Process for all staff in your service area 5. Ensure that you stay within your allocated staffing resource / budget. 6. Ensure that your roster is transparent, clear and meets the requirements as set out in the Dependency Needs Assessment Report, as conveyed to you by your Programme Manager. 7. Ensure that your actual roster is accurate and updated on TMS within the defined payroll periods. Ensure all clock cards are checked for each payroll period. 8. Responsible for the correct information flow to TMS and payroll. 9. Ensure that annual leave is allocated in a balanced and effective manner. 10. Ensure that agency staff usage is maintained within targets set by your line manager. 11. Ensure that the management of attendance policy is implemented effectively and take responsibility for the management of absence within your teams.

<p>Qualifications & Experience</p>	<p>Candidates must meet the following criteria relevant to the role:</p> <ul style="list-style-type: none"> • Be registered with the Nursing and Midwifery Board of Ireland (NMBI) or have completed a Social Care (Honours) Degree. • Meet the requirements of the Health Act (2007) Regulations (2013) with regard to the requirements of a Person in Charge • Have a strong working knowledge of the HIQA Standards and Health Act (2007) and associated Regulations and Guidance; and knowledge of national policies in the disability sector. • 3-5 years experience in the disability sector would be an advantage
---	--

	<ul style="list-style-type: none"> • A management qualification would be an advantage • 2-3 years experience of managing a service, staff or a home would be an advantage • Have excellent computer literacy and information technology skills. • Possess excellent report writing skills. • Have an up-to-date, valid Irish Driving Licence.
--	--

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. In times of shortages or crisis; PIC supernumerary status may be reduced or increased as directed by their line manager. PIC supernumerary status may be reduced or increased as directed by the Director of Care or person nominated by him or her.

Terms and Conditions of Employment

Person in Charge (Resident Services) – Stewarts Care

Remuneration	<p>Remuneration is in accordance with the Department of Health (DOH) consolidated pay scales.</p> <p>Current Salary Scale: CNM1 €46,889 – €55,255 Salaries and increments are paid in accordance with DOH scales.</p>
Annual leave	33 Calendar Days and 9 Public Holidays.
Working week	<p>The hours allocated to this post are 39 hours per week, exclusive of lunch breaks</p> <p>The allocation of these hours will be at the discretion of the Director of Care – Residents or a person nominated by them and in accordance with the needs of the service.</p>
Probation	All employees will be subject to a probationary period of 6 months, with an extension if required to 9 months. This probationary period applies to all employees irrespective of their role or type of role.
Garda Vetting	Stewarts Care will carry out Garda vetting on all new employees. An employee will not take up employment with the organisation until the Garda Vetting process has been completed and the organisation is satisfied that such an appointment does not pose a risk to the service users and employees.
References	Stewarts Care will seek up to two written references from current and previous employers, educational institutions or any other organisation with which the candidate has been associated. Stewarts Care reserves the right to determine the merit, appropriateness and relevance of such references and referees.