



Person in Charge – Respite Manager

Applications are invited for the above full-time permanent position

The Organisation:

Stewarts is a voluntary organisation providing comprehensive community-based services to people with an intellectual disability. We support people with a wide range of support needs across residential settings, day services, supported independent living, job advocacy and vocational training.

Purpose of the Post:

The primary role of the Person in Charge – Respite Manager will be to effectively manage the respite service / resource, in line with regulatory and best practice requirements. In so doing they must ensure that the respite service is of a high quality and has a core philosophy of equity at its centre.

To be considered for this post applicants must demonstrate the following:

- Be registered with the Nursing and Midwifery Board of Ireland (NMBI).
- 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.
- A minimum of 5 years' experience in a management role.
- Experience working in Respite Services would be a distinct advantage.
- Have excellent computer literacy and information technology skills.
- Possess excellent report writing skills.
- Be capable of effectively communicating, adapting as appropriate to the individual, group and situation.
- Possess proven organisational skills with the ability to manage multiple tasks, prioritising and monitoring delivery and progress.
- Have an up-to-date, valid Irish Driving License.

Salary and qualifications are in accordance with HSE consolidated pay scale CNM3 €58,585 - €66,160.

For further information on our organisation please visit our website: www.stewartscare.ie

Please contact HR to request Job Description.

Application is by CV and cover letter which can be sent by email to: HR@stewartscare.ie or by writing to the HR Department, Stewarts Care Ltd, Palmerstown, Dublin 20.
Closing Date for applications: 20th April 2021

Stewarts Care Ltd is an Equal Opportunities Employer

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