

Peamount Community Services Manager / Person in Charge

Job Description

Agency:	Peamount Community Services Manager, provides support in community living to twenty nine Service users
Post Title:	Community Services Manager, Person in Charge
Grade:	CNM11
Location:	Slade Castle Apartments, Saggart, Co. Dublin 33, Castle gate Hall, Adamstown, Co. Dublin Castleyons Cottages, Newcastle, Co. Dublin 76 & 78, Alymer Road, Newcastle, Co. Dublin
Reports to:	Assistant Director (Health & Social Care)
Hours of work:	39

Monday to Friday with flexibility around occasional weekend working in consultation with the Assistant Director of Health and Social Care (ADHSC).

Purpose of the role;

To support the ADHSC in the provision of clear leadership to Peamount Healthcare's Intellectual Disability Service. The Community Services Manager has operational responsibility to deliver and develop a person centred outcome focused service to HIQA standards within an efficient, effective and value for money framework.

Person Specification

- Relevant third level qualification preferably at masters level
- Substantial experience (minimum of 5 years) of successfully leading and managing high quality intellectual disability services to enable demonstration of competent skills, behaviours and knowledge for the area.
- Robust knowledge of relevant national policy, legislation and social care practice standards (with particular regard to Adult Social Care Services), and ability to shape and deliver services in line with these. In particular knowledge of statutory regulations, standards, role of person in charge and Health Act 2007
- Positive approach to change management, with ability to deliver successful change management at a senior level.
- Ability to create and maintain effective working relations and networks at all levels, to further the development of the service, and enhance the service's reputation.

- Ability to communicate clearly in a range of forums and formats, including ability to write and present complex reports well.
- Recent successful experience of financial management, including the management of operational budgets
- High level of numeracy, literacy and IT skills preferably using MS Office
- Full current driving licence with access to a car
- Flexibility in hours of work
- Relevant post graduate management qualification

Key Areas of Responsibility:

Service Users

- Ensure that staff establish and maintain relationships with service users based on respect and equality and in promotion of their independence.
- To ensure risk registers are maintained and any areas concerning safety are highlighted.
- To ensure the implementation of the National Safeguarding Policy
- To communicate with and assist families and visitors in a pleasant and professional manner.
- To promote and support community involvement for service users.
- To implement the Personal Outcome Measures (POMS) process and to ensure Person Centred Plans are developed in consultation with service users, are regularly monitored and reviewed and are available for inspection during reviews.
- To be a proactive advocate and encourage each service user to become a self-advocate. To ensure that services users receive the highest standard of care, training, education and development in accordance with the Order's policies.

Regulations & HIQA:

The Community Services Manager is the nominated Person in Charge and is therefore responsible for appointed Designated Centre(s). The Person in Charge will meet the criteria set out by the regulations and will ensure the following:

- Regulations are being adhered to.
- Regular audits are carried out in the Designated Centre and corrective action plans are monitored and reviewed.
- There will be a Risk Register for each of the Designated Centres in the assigned remit which shall be regularly reviewed and updated.
- A log of Complaints and complements will be kept and any follow up shall be carried out.
- All notifiable events or incidents are reported in a timely manner in accordance with the regulations.
- Any follow up on reports and updates are forwarded to HIQA in accordance with the regulations
- Quarterly reports are forwarded to HIQA in accordance with the regulations.

Leadership

- To ensure that the highest possible standards of care, education and training are maintained.
- Adhere to the standards of the Code of Conduct as set by Peamount Healthcare
- To ensure the development and implementation of quality systems so that a service of the highest quality is provided to service users and their families
- To implement all policies as laid down by Peamount Healthcare
- To participate with members of the multi-disciplinary team in the formulation of a range of individually focused programmes for Service users and to ensure their effective implementation.
- To Liaise with the Community Nursing Team and GP around any ongoing or new health issues
- To provide effective leadership, support and advice to all staff.
- To take a lead role in the managing of disciplinary / grievance issues
- To facilitate, co-ordinate and resolve interdisciplinary and inter service issues.

Service Management and Co-ordination of Resources

- To contribute to the development, management and evaluation of service plans to achieve positive results at all levels of the service.
- To promote, support and ensure the active implementation of Personal Outcomes Measures, and PCPs across the community services.
- To carry out unannounced visits to each location and write up reports in keeping with HIQA regulations.
- To ensure adherence to standards and guidelines, relating to evidence , based practice are promoted and monitored.
- To ensure that records are maintained regarding the deployment of staff, staff rosters.
- To ensure that correct procedures are adhered to in the reporting and recording of incidents, accidents, non-accidental injury and investigations.
- To assist in the formulation and updating of residential policies, procedures and guidelines, ensuring implementation of same.
- To ensure adherence to all Codes and Guidelines relating to Professional Practice and behaviour.
- To ensure that effective Safety & Health procedures and practices are in place, to comply with legislation.
- To ensure the implementation of Risk Management Procedures in consultation with appropriate personnel.
- Ensure that all community services are managed to optimize effectiveness, quality and efficiency.
- To deploy and adjust human resources to meet changes, fluctuations in demands and contingencies.
- To devise effective monitoring systems, collating information and providing reports on a regular basis.

Staff Management

- To promote and maintain effective communication channels with relevant personnel.
- To carry out formal supervision with staff in line with organizational and national standards.
- To ensure that staff are appraised and assessed in accordance with policy and to render verbal and written reports as appropriate.
- To establish clear objectives and expectations and to define core standards of competencies and performance for all staff.
- Coordinating and assisting in staff education and training programmes.
- To encourage and support staff teams to set and achieve short, medium and long term goals for their centre.
- To keep accurate Minutes/ Records of all meetings, copying same to relevant parties.
- To keep abreast of developments in the field of disabilities.
- Assist with the recruitment, selection and probationary review of staff and to ensure that all staff receive a comprehensive induction to the service in accordance with the requirements of the Human Resource Policies.
- To comply with dress code regulations at all times.
- To maintain and promote effective communication between all members of staff across the community services.

Service

- To ensure that all files are maintained in a professional manner and in keeping with regulations, policies and best practice where appropriate.
- To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in any or all other activities within the service as may be required.
- In conjunction with Management & MDT to assist in the development of services in line with the overall Service Strategic Plan.
- To participate in local committees and working groups as requested.
- To perform other duties this may be assigned to you from time to time by the Assistant Director or designate person.

Policies & Procedures

- To adhere and implement Policies and Procedures as laid out by Peamount Healthcare.
- To be fully familiar with and adhere to the terms of the Safety, Health and Welfare at Work Act. To report immediately any irregularities relating to your area of work.
- To be familiar with Fire and Safety Regulations within your area and to carry out checks as required.

- To be familiar with and implement the Peamount Healthcare policies and procedures in relation to Non-Accidental Injury and Abuse /Safeguarding Vulnerable People.
- To be familiar with the implementation of the safety programme. To be acquainted with the location, procedure and use of emergency equipment.
- Ensure that Quality Standards are met at all times.

Note:

- Other duties appropriate to the post as may be assigned from time to time by the ADHSC / DOR. All duties must be carried out in person at all times.
- As the duties and responsibilities of any post in the Services are likely to change with the ongoing need of the service users, i.e. age, level of disability, Personal Outcome Measures etc., staff are expected to have a high level of flexibility, willingness and an ability to develop new approaches to their work as the service users needs demand.

The role of the post holder will not be limited by reference to this Job Description. It would be expected that the role will evolve as professional, structural and service user demands change and the post holder will be expected to demonstrate flexibility skills that will facilitate this.

Remuneration for all positions will be in accordance with the Department of Health and Children salary scale commensurate with relevant qualifications and experience.

Job descriptions for the above post and any informal enquiries with regard to essential and desirable criteria are available from the HR Department. Interested applicants should contact the HR Department on **(01) 6010300 ext 303** or email: recruitment@peamount.ie

Peamount does not require the use of recruitment agencies.

Peamount is an equal opportunities employer. Canvassing will disqualify applicants. Further information on Peamount Healthcare can be found on our website at www.peamount.ie