

## **ARD AOIBHINN SERVICES**

### **Qualifications and Particulars of Employment**

#### **Social Care Leader/ Clinical Nurse Manager 1**

##### **Qualifications:**

The successful candidate must, on taking up the post of social care leader:

- Have at least 3 years of post-qualification or registration experience with up-to-date knowledge of current thinking and practises in the area of intellectual disability.
- Have adequate training and experience pertinent to respite, residential, and day services for people with intellectual disabilities and autism.
- Have experience working as a team member.
- Management qualification or relevant experience in this area.
- Have adequate experience and training in the area of Medication Management.

##### **Health:**

The candidate must be free from any defect or disease that would render him or her unsuitable for such employment and be in a state of health that would indicate a reasonable prospect of his or her ability to render regular and efficient service.

In order to satisfy this requirement, the company may require a prospective employee to undergo a medical examination by a qualified medical practitioner nominated by the company.

##### **Hours of Work:**

Actual hours worked in the different areas will depend on the needs of the service users and the level of service determined by the company.

##### **Pension:**

The company will participate jointly with the employees in a pension scheme, which shall be subject to the approval of the board.

##### **Note of Canvassing:**

Any attempt by candidates themselves or by any other person to canvass or otherwise influence in the candidate's favour will automatically disqualify the candidate from the position they are seeking.

### **Job Description**

|                         |                                                                                                                                                                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title:</b>           | Social Care Leader/ Clinical Nurse Manager 1                                                                                                                                                                                                                                       |
| <b>Reports to:</b>      | Clinical Nurse Manager 3/ Social Care Manager or such authorised person as the company may designate.                                                                                                                                                                              |
| <b>Accountable to:</b>  | Manager of Service and Board of Management.                                                                                                                                                                                                                                        |
| <b>Responsible for:</b> | The SCL/CNM1 will lead a team of staff in the provision and development of services across Ard Aoibhinn Service. The SCL/CNM1 will be expected to take on any duties within Ard Aoibhinn Services relevant to this grade as directed by the Manager of Services or their delegate. |

### **Mission Statement:**

Ard Aoibhinn strives to promote equality and independence by recognising and respecting the rights of all.

Through commitment and continuity from each individual in the service, the dignity and respect of everyone will be ensured to help develop their full potential in a non-discriminatory manner.

### **Duties and Responsibilities:**

1. The SCL/CNM1 is responsible for the planning and implementation of person-centered programmes and services using evidence-based practise with assistance from staff and families in order to meet the needs of each individual.
2. To organise, supervise, and review person-centered plans (PCP) and assessment care plans and to ensure they are conducted in a manner that is most beneficial to the resident or service user. To ensure that all relevant documentation is prepared and completed in a timely manner.
3. To promote a pleasant atmosphere for all service users and staff within the service.
4. To foster, encourage, and develop the social skills of each person, enabling them to participate in public facilities and engage in the commerce of everyday life, promoting social integration.

5. To provide variety and individuality in each person's lifestyle, thus enabling them to pursue and maintain their own hobbies and interests.
6. To assist each person with advice, instruction, and support where appropriate and, in particular, reinforce aspects of social and educational training programmes, and to provide support to a staff group to do the same.
7. To encourage and maintain good relationships between service users and their own families or carers.
8. To be responsible for the holistic care of each person
9. To be responsible for managing resources and finances at the local level as directed by the Manager of Services.
10. Be responsible for the purchasing and ordering of supplies in accordance with the policy of Ard Aoibhinn Services.
11. To keep records and compile reports as required on all matters, and to carry out such duties of the post as may be assigned from time to time.
12. Use their best endeavours to further the interests of residents and service users.
13. Cooperate with the families and carers of service users and all other members of staff and professionals involved in providing services for the service users.
14. Keep abreast of developments in the area of services for people with intellectual and/or autism) and attend appropriate training courses and staff meetings for professional development.
15. Keep abreast of current trends and best practises in relation to all aspects of their post, e.g., keeping up-to-date on all regulations and having knowledge of all relevant legislation.
16. To develop with the key worker or other designated person appropriate individual programmes and to ensure their implementation.
17. The SCL/CNM1 will be required to ensure the following are included in the everyday activities of the service user:
  - a. Communication
  - b. Social Activities
  - c. Behaviour management plans
  - d. Social integration, including the use of local community facilities
  - e. Implementation of dietary programmes
  - f. Programmes as appropriate
  - g. Relaxation therapy
  - h. Safety Awareness
  - i. Personal Hygiene Programmes
  - j. To be responsible for the hygiene and maintenance of the equipment used in their area.
18. To maintain confidentiality in all dealings.

19. To meet with staff regularly to discuss and ensure that all service users needs are being met. To ensure clear systems of communication are established and maintained with all staff.
20. To be responsible for the training and monitoring of students (CE workers) and volunteers attending their work area as directed.
21. To implement the "Keyworker" system as per company policy.
22. To contribute to programmes, meetings, etc. that aim to educate and promote public awareness and commitment towards the needs of service users
23. To ensure that all prescribed medicines, drugs, and treatments are administered to service users attending the service, that the required records are kept of the same, and that all storage and administration of drugs and medicines comply with the Ard Aoibhinn Services medication management policy and the Guidance to Nurses and Midwives on Medication Management (2007 and 2020),
24. To be responsible for the health and safety aspects of the service, ensuring that all aspects of the service conform to relevant health and safety legislation and standards as may be prescribed from time to time.
25. To prepare, amend, and check staff rotas for their area or other areas as directed.
26. To carry out supervision and audits within their work area or other areas as directed.
- 27. To actively engage in the Manager on Duty system.**

### **Communication**

1. To organise, attend, and participate fully in regular staff meetings where all aspects of the functioning of the respite, residential, or day service are discussed with a view to maintaining high standards, open communication among staff, and good levels of staff morale;
2. To participate in the monitoring and recording of the progress of each resident/service user in line with agreed procedures.
3. To liaise with visitors, volunteers, and other such personnel who visit the service.
4. To ensure communication systems within their area are effective and used, and to monitor them on a regular basis.
5. To meet with their line manager on a regular basis and ensure all relevant information is shared as necessary and in line with company policy, and to attend management meetings as directed.

### **Working relationship:**

- To develop close working relationships and cooperate effectively with all members of both management and multi-disciplinary teams.

- To liaise with other service providers, G.P.s, liaison nurses, hospitals, and others involved in the health care sector in order to facilitate a holistic approach to care.
- To work closely with the Day, Residential, and Respite Services to ensure continuity of care for service users
- To work in close partnership with families and carers.

### **Financial**

- Be responsible for ensuring that all funds are accountable as per the policies of Ard Aoibhinn Services.
- Ensure that due economy is exercised in all areas by managing resources and finances at the local level.

### **Health and Safety:**

The company is committed to ensuring the health and safety at work of its employees and service users. Employees must be familiar with and observe safe work practises as outlined in the health and safety statement of the company, particularly those that apply to their section.

Ensure that all staff are familiar with the health and safety policy and ancillary statements.

Ensure health and safety and related policies are adhered to at all times.

Ensure all policies in relation to infection control are adhered to and all premises are maintained to a high standard.

Oversee the attendance of the staff team in attending mandatory training, i.e., manual handling and fire training.

Employees are expected, without prejudice to their personal rights, to take reasonable precautions against contracting and disseminating infectious diseases.

Staff must attend fire training, be aware of fire regulations and emergency procedures, and be involved in their implementation.

Ensure risk assessments are carried out and reviewed in consultation with the line manager and staff team, taking into account the working environment and system of work.

All accidents and incidents must be reported to the appropriate person and documented accordingly.

In accordance with the Safety, Health, and Welfare at Work Act 2005, all staff must comply with safety regulations.

**Flexibility:**

The role of social care leader will not be limited by the above outline; it would be expected in the normal course of events that the role will evolve as professional and service demands change.

As the duties and responsibilities of any post in the service are likely to change, the staff are expected to show a high level of flexibility, willingness, and ability to develop new approaches to their work as the service users needs change and to participate in initiatives that will improve the quality of all aspects of their service. Employees will be required to carry out duties appropriate to their employment or as assigned to them from time to time.

**Confidentiality:**

Employees may, in the course of their employment, have access to records or become aware of information about the medical or personal affairs of service users, staff, the services provided, or the company. Such records and information are strictly confidential and may not be divulged to or discussed with any person outside the normal performance of duty, except on the written instructions of the Board or the Manager of Services.

Records must never be left in such a way that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

## ARD AOIBHINN SERVICES

### Person Specification/Selection Criteria

|                  |                                 |
|------------------|---------------------------------|
| <b>Post:</b>     | <b>Social Care Leader/ CNM1</b> |
| <b>Location:</b> | <b>Ard Aoibhinn Services</b>    |

| <b>Factors</b>                      | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Desirable</b>                                                                                                          |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>               | Be registered in the Intellectual Disability Division (RNID) of the live Register of Nurses or be registered as R.P.N/R.G.N.<br>Or<br>CORU as Social Care worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Management Course<br><br>Post Graduate Qualification                                                                      |
| <b>Experience (length and type)</b> | All candidates must have minimum three years of post-registration experience in the area of people with an intellectual disability.<br><br>Experience in Supervisory Capacity and leading a team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Experience in Supervisory Capacity and leading a team.<br><br>Experience of working with adults in a residential setting. |
| <b>Knowledge</b>                    | Knowledge of Ard Aoibhinn Services<br><br>Awareness of current trends, best practises, and ongoing developments in this area, e.g., person-centred planning and behaviour support plans.<br><br>Knowledge of relevant acts, e.g., Freedom of Information Act, Health & Safety Act 2005, Disability Act 2005, Children's Act 2001, Mental Capacity Act 2015, and other guidance documents, e.g., Children's First, Trust in Care, Mandated Persons, Infection Control, and Safeguarding Vulnerable Adults.<br><br>Knowledge and understanding of managing people with intellectual disabilities and/or autism who present with challenging behaviour.<br><br>Knowledge and appreciation of social integration for people with intellectual disabilities<br><br>The ability to devise, implement, and evaluate individual programmes<br><br>H.I.Q.A | Training in non violent physical crisis intervention<br><br>Knowledge of advocacy<br><br>Knowledge of programme planning  |

|  |                                                    |  |
|--|----------------------------------------------------|--|
|  | <p>New Directions</p> <p>Congregated Settings.</p> |  |
|--|----------------------------------------------------|--|

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Competencies/Skills</b> | <p>Ability to lead and motivate a team effectively</p> <p>Knowledge of change management theory and the ability to manage a team effectively through change</p> <p>Strong interpersonal communication and organisational skills</p> <p>Ability to communicate clearly, competently, and professionally</p> <p>Ability to develop good working relationships with a range of individuals, i.e., staff members, multi-disciplinary teams, families, and other professionals</p> <p>Good time management and delegation skills</p> <p>Dealing with and managing staff issues e.g., conflict, rotas, resource issues</p> <p>Ability to manage resources and finances at the local level.</p> <p>The ability to use initiative in a pro-active and accountable manner</p> <p>Computer skills with a working knowledge of browser-based applications and the Microsoft Office suite or something similar</p> | <p>Focus on quality of care</p> <p>Change management experience</p> <p>Change management qualification</p> |
| <b>Attributes</b>          | <p>A holistic approach to, i.e., physical, psychological, emotional, social, educational, and spiritual care</p> <p>Ongoing commitment to professional and personal development and training.</p> <p>Ability to work in close partnership with the family's day, residential, or respite services.</p> <p>Enthusiastic, flexible, and committed</p> <p><b>Full B Licence required</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>D licence</p>                                                                                           |