

## **Lotus Care Services: Person In Charge (PIC)** **(<https://www.activelink.ie/node/109432>)**



### **Person In Charge (PIC)**

**Lotus Care Services (<https://ie.indeed.com/cmp/Lotus-Care-Services?campaignid=mobvjcmp&from=mobviewjob&tk=1hv2a8voeojdg800&fromjk=8a0b21dc297a7b10>)**  
**Kildare & Laois**

**€49,000–€55,000 a year - Full-time**

#### **Job type**

- Full-time

#### **Shift and schedule**

- Weekend availability
- Flexitime
- Monday to Friday
- On call

#### **Location**

Co. Kildare & Co. Laois

#### **Benefits**

- Annual leave
- Bike to work scheme
- Company events
- Company pension
- Employee assistance program
- Flexitime
- On-site parking

### **Full job description**

**Job Title:** Person in Charge, Lotus Care Children's Respite and Residential Service's

**Status:** Permanent, Full Time Contract

**Location:** Co. Kildare & Co. Laois

**Reporting to:** Director of Services

#### **Purpose of the Post.**

The Person in Charge (PIC) will be responsible for the management of Lotus Care Services Respite and Residential Services for Children and Adults. The role includes responsibility for the management of staff and providing the highest standards of respite and residential care to our Service Users. The post holder will be responsible for ensuring compliance with HIQA standards and implementation of Lotus Care Services policies and procedures supporting best care and practice in disability

services.

## Key Working Relationships.

Lotus Care Services delivers services using the Social Model of Disabilities. Lotus Care Services has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders include service Owners and their families and colleagues within Lotus Care Services and in HSE/TUSLA and other agencies.

## Key Duties and Responsibilities.

The Person in Charge will:

- Be responsible for the effective governance, operational management, and administration of the service.
- Ensure that quality, safe, respite and residential services are delivered to service users.
- Ensure that all service user breaks are delivered in line with need.
- Develop, implement, and maintain an actual and planned staff roster ensuring and clearly showing staff on duty during the day and night.
- Ensure all relevant records and documentation are kept appropriately and up to date in relation to service users and staff in particular ensuring compliance with record keeping in line with legislation and HIQA requirements.
- Facilitate and deliver appropriate training for staff as required, including refresher training as part of a continuous professional development programme.
- Provide appropriate supervision and performance management for staff.
- Provide strong leadership to the team and develop and support a strong culture of quality and safety in service delivery.
- Support and facilitate service developments and initiatives to ensure that the service can respond to changing needs of both service users and funders.
- Ensure that the centre is compliant with all standards as laid down by HIQA and be responsible for maintaining HIQA registration.
- Be responsible for managing resources within the centre including managing associated budgets for staffing, overheads etc.
- Ensure compliance with all requirements under the Health Act 2007 relating to the duties of PIC.
- Be responsible for ensuring all relevant registrations and qualification requirements are maintained for their tenure.
- Be responsible for all aspects of Health and Safety of service users and staff and compliance with Health and Safety legislation.
- Keep up to date with any changes in legislation including but not limited to the Health Sector, Disability Sector, Health & Safety etc.
- On call duties

## Candidates must meet the following criteria relevant to the role:

Have an Applied Social Care Degree.

A Management Qualification.

3 years' Team leader or supervisory experience in the disability sector.

Have a proficient working knowledge of the HIQA Standards and Health Act (2007) and associated regulations and Guidance; and knowledge of national policies in the disability sector.

Full (clean)driver's licence.

## Terms & Conditions:

**Responsible to:** Director of Services.

**Contract:** Permanent full-time role, working 39 hours per week.

**Probation:** A probationary period of six months applies to this post.

**Salary:** The salary will be negotiated with the successful candidate in line with experience and qualification.

**Annual leave:** 22 days per annum for a full-time post, and pro-rata for part time posts. This may increase in line with experience.

**Garda Clearance/Policy Clearance:** These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

**Sick Pay:** All periods of sickness exceeding two days must be medically certified with a maximum of six uncertified days in any 12-month period. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months' continuous sick leave. Upon completion of 9 months' continuous service with the Company sick pay will be in line with National Legislation.

**Schedule:**

- Flexitime
- Monday to Friday
- Weekend availability

**Education:**

- Bachelor's (required)

**Experience:**

- Team Leader: 3 years (required)

**Licence/Certification:**

- Driving Licence (required)

**Work Location:** In person

**Contact:** [Jobs@lotuscare.ie](mailto:Jobs@lotuscare.ie) (<mailto:Jobs@lotuscare.ie>)

**Region**

Co Kildare & Co Laois

**Date Entered/Updated**

9th Jul, 2024

**Expiry Date**

9th Sep, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/109432-lotus-care-services-person-in-charge-pic>