

MooreHaven: Person in Charge, Residential & Respite Services **(<https://www.activelink.ie/node/109442>)**



MooreHaven was founded in 1981 to provide a day service for adults with mild to moderate intellectual disabilities. Service Users attend from within a 30-mile radius of Tipperary Town, in counties Tipperary and Limerick, and have grown from an initial four in 1981 to about 118 today. MooreHaven is an integral part of Tipperary and employs up to 80 full- and part-time skilled service providers. Services provided have grown significantly over the years and now encompass Day Activities, Supported Work/Employment, Day Services, Training Programmes, and HIQA-registered Residential & Respite facilities.

Our Mission is to promote and support independent living and community integration, personal development and work opportunities for people attending the Service.

We are currently recruiting for the following position

Person in Charge, Residential & Respite Services

Role: Person in Charge – Residential & Respite Services

Scale: Social Care leader

Duration of Post: Full time Permanent

Location: MooreHaven Respite Services or Assigned Designated Centre.

Reporting Relationship: Integrated Services Manger - or a person nominated by them.

Job Purpose

To effectively manage a Residential & Respite Service.

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 individuals attending residential & respite services and effective management of the staff team and resources.

Key Duties and Responsibilities

- Effectively discharge your role as Person in Charge, in line with the requirements of The Health Act (2007) and associated Regulations.
- Ensure that allocated resources are effectively managed and deployed.
- 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

Quality, Safety and Risk

- Effectively discharge your role as Person in Charge, in line with the requirements of HIQA, the Health Act (2007) and associated Regulations.
- Ensure that all MooreHaven policies and procedures are in place, up to date and effectively implemented in your areas of responsibility.
- Ensure that MooreHaven Safeguarding systems and processes are implemented effectively in your areas of responsibility.
- Maintain an up-to-date Risk Register in line with the policy requirements.
- Ensure the Risk and Incident Management policies and procedures are implemented effectively in your service area.
- Ensure all necessary risks are escalated in a timely manner.
- Educate all staff and students on the standards and regulation (S.I.367) and their role in adhering to these.
- Continually monitor and improve the quality of the service, through observation and audit.
- Ensure that quality improvement plans from all audits (including HIQA inspections and provider visits) are implemented effectively.
- Facilitate an annual review of quality, in line with regulation 23, and implement actions required from this review.

Person-Centred Service Provision

- Ensure that the service users are at the centre of service provision at all times.
- Ensure that each individual's assessments, person-centred plan and support plans are up to date; based on individual needs, wishes and rights; communicated effectively to all staff and effectively implemented.
- Ensure that families are treated respectfully, communicated with effectively and actively involved in the life of the individual, where appropriate and in accordance with the resident's wishes.
- Ensure that necessary multi-disciplinary supports are sourced where relevant and recommendations implemented.
- Implement a process of applying learning / improvements in the service, emergent from service user meetings.
- Implement any appropriate improvements identified from the feedback received from families, as part of the annual review of quality.
- Ensure that all residents have access to independent advocacy in accordance with their wishes.
- Ensure that the management of service user finances is strictly in line with the Policy and Procedures on it.
- Ensure that the complaints policy is implemented effectively.

Management of Staff and Resources

- Build an effective staff team.
- Actively manage staff performance on a day-to-day basis and through the HR formal structures.
- Convene and chair effective monthly staff team meetings and maintain comprehensive records of same.
- Implement the Professional Development Planning and Supervision Process for all staff in your service area.
- Ensure that you stay within your allocated staffing resource / budget.
- Ensure that your roster is transparent, clear and meets the requirements of the service users attending residential & respite services.
- Ensure that your actual roster is accurate and updated on TMS within the defined payroll periods.
- Ensure that annual leave is allocated in a balanced and effective manner.
- Ensure that the management of attendance policy is implemented effectively and take responsibility for the management of absence within your teams.

Qualifications & Experience

Candidates must meet the following criteria relevant to the role:

- Meet the requirements of the Health Act (2007) Regulations (2013) with regard to the requirements of a Person in Charge
- QQI Level 8 (Honours) Degree in Social Care/Social Care Studies or equivalent is required.
- Recognised management course OR currently enrolled in one (desirable)
- A minimum of 3 years post qualification social care experience in the area of intellectual disability is required.
- A minimum of 3 years management/leadership experience within a healthcare setting
- 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.
- 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

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.

Applications to be submitted along with a current CV and a covering letter to: Edward Power, HR Manager, MooreHaven, O'Brien Road, Tipperary, or by email to hr@moorehaven.ie (mailto:hr@moorehaven.ie)

Closing date for receipt of applications is **Friday 30th August 2024**

MooreHaven is an equal opportunities employer.

Region

Co Tipperary

Date Entered/Updated

10th Jul, 2024

Expiry Date

30th Aug, 2024

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