

AsIAm: Head of ‘One Stop Shop’ Support **(<https://www.activelink.ie/node/111526>)**



Head of ‘One Stop Shop’ Support

The Organisation:

AsIAm is Ireland’s National Autism Charity. AsIAm is a fast paced, growing organisation with a vision to create a society where every autistic person is accepted “as they are” – equal, valued, and respected. The organisation’s purpose is to advocate for an inclusive society for autistic people that is accessible, accepted and affirming. AsIAm works to support the Autistic community and our families to fully engage in Irish life and build the capacity of society to facilitate true inclusion.

The Role:

AsIAm has identified the need for a **Head of One Stop Shop Support** position in the organisation. The successful candidate will join the senior management team and support the Executive team in implementing the strategic goals and objectives of the organisation.

The AsIAm ‘One Stop Shop’ (OSS) model seeks to support Autistic individuals across the lifespan in the areas of advocacy, social connection, and wellbeing. Individuals attending the OSS may avail of individual or group support.

The successful candidate will oversee the rollout of OSS sites nationally, beginning with the development of two OSS sites, in Dublin and Galway, with a view to expand these supports.

The successful candidate will have overall responsibility for the clinical governance of AsIAm’s One Stop Shop model, working closely with the Executive to identify new growth opportunities and innovative ways to support Autistic people, including pursuing funding, evaluating impact, and driving success. In addition, the successful candidate will have significant responsibility in terms of Section 39 compliance and reporting.

The Head of One Stop Shop support will be required to travel across OSS sites nationally as the need arises.

The ideal candidate will be an experienced professional with an Allied Health or Nursing or Social Care/Work background with experience in championing neuroaffirmative and rights based care.

We particularly welcome applications from neurodivergent individuals.

Key Responsibilities:

Senior Management Team:

- Actively participate as a member of the senior management team and contribute to the development and implementation of plans and decisions by the Executive team and Board with a particular focus on the One Stop Shop model
- Oversee the smooth running of AsIAm’s One Stop Shops (OSS)

Day to Day Operations:

- Provide leadership and support to the individual OSS managers and their respective teams

- Support the design and implementation of a suite of OSS advisory services and programmes to support individuals and families
- Use data analysis reviews / trends to provide support and guidance to the CEO and Director of Operations in the development of the organisation's public policy and lobbying activities
- In collaboration with the Director of Operations review the potential for increased services across advice, advocacy and social connection supports
- Support the Director of Operations in reporting to the HSE on the progress and implementation of OSS
- Drive the regional roll-out of the One-Stop-Shop programme
- Ensure OSS management and staff are fully trained to provide reliable information and direct support to adults, children and their families
- Oversee the implementation of robust procedures and risk management processes to safeguard adults, children, families and employees involved in programmes in line with local and national policy
- Oversee the development of engaging, evidence-based resources to support community members in print and on digital and app platforms

Clinical Governance:

- Lead on clinical effectiveness, ensuring clear lines of departmental responsibility, measuring and delivering person centred care, delivering safe and robust information management
- Implement a robust assessment and management process of clinical risk / service user safety
- Facilitate ongoing department wide professional development

Other:

- Identify growth opportunities - including pursuing funding, evaluating impact, and driving success
- People Management – implement a performance management / engagement programme for direct reports
- Budget Management – ensure all programmes are operating within budget
- Governance and Controls – ensure all direct reports are operating to the highest standards of governance in line with legal, statutory and organisational policies

Key Requirements:

Essential:

- Minimum 5 years' experience as a clinical/social care professional, incorporating management experience
- Proven experience in people and programme management
- Highly knowledgeable as regards barriers impacting Autistic people living in Ireland, and supports to navigate these barriers
- Experience working with individuals with an intellectual disability
- Ability to communicate highly effectively with a diverse community of people
- Ability to analyse data and disseminate information to stakeholders as appropriate
- Knowledge of disability legislation and public policy
- Excellent problem solving skills
- Excellent risk analysis / management skills
- Excellent organisational, prioritisation and interpersonal skills

Desirable

- Development and delivery of national support programmes
- Knowledge of Section 39 of the Health Act 2004 and/or HSE services

Contract Duration: This is a permanent role.

Salary & Benefits: Salary will align with Grade VII as set out in the HSE Consolidated Pay Grades

Location / Working Hours: The role is based in AsIAM's head office in Blackrock, Dublin and is Monday to Friday, 9:00 am to 5:00 pm. However, the role holder will be required to travel across OSS sites nationally as the need arises.

Your next step.....

Interested applicants should submit a CV and cover letter to Lisa Aspelng, Executive Assistant to the CEO, at lisa@asiam.ie (mailto:lisa@asiam.ie). You can contact Lisa on 0833442360 with any queries.

Closing Date

The closing date for receipt of applications is the 30th of October 2024

Note: All candidates must be willing to undergo Garda Vetting should they be successful.

AsIAm actively supports inclusion in the workplace and will endeavour to provide reasonable accommodations as requested by candidates throughout the interview process for this position

AsIAm is an equal opportunities employer which reserves the right to practice positive discrimination as set out by the Employment Equality Act, 1998.

Region

Blackrock, Co Dublin

Date Entered/Updated

15th Oct, 2024

Expiry Date

30th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111526-asiam-head-of-one-stop-shop-support>