

## **St. Catherine's Association: Respite Service Manager (Maternity Cover) (<https://www.activelink.ie/node/113804>)**



**St. Catherine's Association**  
**Newcastle, Greystones, Co. Wicklow**

**We have an exciting opportunity for a**

### **Respite Service Manager**

**On a specified purpose contract managing a service supporting children/young adults**

**POSITION AVAILABLE:**

Specified Purpose Contract (Maternity Leave Cover)

Full-time (169 hours per month)

**You are:**

A dynamic and energetic team player with excellent leadership skills and management experience.

**You have:**

- the necessary skills to lead and support teams in carrying out the day to day management of our designated centres.
- the ability to work under pressure and handle changing priorities.
- a proven track record in planning, developing and improving services.
- a commitment to continually improving the lives of the people we support.

**We are:**

St. Catherine's Association is a non-profit organisation and registered charity funded by the HSE that provides health related supports to children and young adults with moderate to profound intellectual disabilities and autism in the Wicklow area. These services include Respite and Short Break Support Services, Adult Day Services and Residential Services and access to clinical supports through referral to Children's Disability Network Team.

**Job Role:**

- To act as a designated Person in Charge in line with the requirements of regulation 14 of the Health Act 2007 regulations 2013.
- To support the Head of Operations in delivering quality, person centred and HIQA regulatory compliant care.
- Responsible for providing clear direction and overall day to day management of designated centres, resolving operational issues as they arise.
- To monitor and review the effectiveness, efficiency and quality of services provided.
- Providing emergency management support in an On call capacity as required.
- Promote the ethos and culture of quality assurance within your locations in line with regulations.
- Management of budget allocation (circa 1.2€M) in a manner that is responsive to the needs of the individuals we

- support and offers best value.
- To develop and maintain effective relationships with families and other agencies involved in service provision.
- Reporting to: Head of Operations

## Essential:

- QQI Level 7 BA in Applied Social Studies, Social Care or equivalent or RNID, RGN or RCN qualification along with NMBI registration
- A management qualification in Health/Social Care or be in the process of obtaining this qualification.
- A minimum of 3 years Supervisory or Management experience.
- Strong communication, leadership and influencing skills.
- An ability to make sound judgments and decisions based on current legislation, best practice and individual circumstances.
- An ability to assess situations and act appropriately and use analytical and problem solving processes that best meet the needs of the service and those we support.
- A strong knowledge of the HIQA regulations and standards and all relevant legislation.
- Experience in strategic and local change management.
- Competent IT and presentation skills.
- Hold a full clean driving license and have access to a car.

## Benefits:

- HSE Consolidated Pay Scales
- National Federation Voluntary Bodies Pension Scheme
- Employee Wellbeing Initiatives
- Refer a Friend Scheme
- Christmas Savings Club
- Excellent training opportunities
- Staff Education Loans and Paid Study Leave
- Bike to Work Scheme
- Enhanced Annual Leave
- Paid Maternity and Adoptive Leave \* *eligibility criteria*
- Sick Pay Scheme \* *eligibility criteria*

**Salary:** As per HSE Social Care Manager pay scale

## To Apply:

Please send your CV to [recruitment@stcatherines.ie](mailto:recruitment@stcatherines.ie) (<mailto:recruitment@stcatherines.ie>) or call Debbie Carr on [087-1946126](tel:087-1946126) (<tel:0871946126>) for details.

For more information please check out our website [www.stcatherines.ie](http://www.stcatherines.ie) (<http://www.stcatherines.ie>)

Closing Date: 5pm Friday 25th April 2025

**Region**  
Co Wicklow

**Date Entered/Updated**  
25th Feb, 2025

**Expiry Date**  
25th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/113804-st-catherines-association-respite-service-manager-maternity-cover>