

## **Cali (Care and Learn Ireland): Deputy Day Service Manager** **(<https://www.activelink.ie/node/114583>)**



### **Role: Deputy Day Service Manager**

**4-day week, 6-month contract**

#### **Who we are:**

Cali (Care and Learn Ireland) is an exciting new initiative which combines both a Day Service and formal Learning for young adults with a severe to profound intellectual disability [www.cali.ie](http://www.cali.ie) (<http://www.cali.ie>)

#### **The Job:**

- The Deputy Day Service Manager in consultation with the Centre Manager (CM) will lead & manage the Day Services from an operational perspective & support the strategic development of day services
- Facilitate and implement a person-centred service appropriate to the needs, wishes and requirements of each individual.
- Lead and support a staff team including staff supervision and appraisal including, rotas, team meetings, debriefing, and training.
- Delegate work appropriately and ensure that all staff are fully informed, equipped, supported and effective in carrying out their duties.
- Ensure that key workers are keeping their files and administration work up to date and completed at a high standard.
- Report, recording and carrying out assessments.
- Work as an integral part of the Cali Centres' team actively participating in team meetings, service planning and reviews.
- Supporting staff members in relation to taking ownership of their workload, engaging in supervisions and participating in meetings.
- Adhere to GDPR legislation, always ensuring the utmost confidentiality and role model this to staff members.
- Maintain all records and individual plans as per Cali Centres' policies.
- Deputise in the absence of the CM as and when required.
- To assist the CM in management of budget allocation in a manner that is responsive and offers best value.
- Promote the ethos and culture of quality assurance within Day Service in line with regulations and best practise.
- Liaise with families and other agencies involved in service provision.
- Ensure that Day Services transport is running effectively and efficiently.

**Reports to:** Centre Manager

#### **Qualifications & Experience:**

- QQI Level 7 BA in Applied Social Studies, Social Care, Disability or equivalent is essential.
- CORU registered or registration in process an advantage.
- A minimum of 1 years' experience in a social care supervisory role.
- A minimum of 2 years' experience of working with people with intellectual disabilities.
- The ability to work effectively under pressure and handle changing priorities.
- Excellent communication, organisational, IT and report writing skills.
- Knowledge of New Directions Regulations is essential.
- Have the ability to use your own initiative.
- The ability to organise and prioritise your workload.

- Knowledge of Safeguarding and your role and responsibilities regarding same.
- Proficiency/Experience in Augmentative and Alternative Communication (AAC).
- Person-centred, young person first approach.
- An ability to make sound judgments and decisions based on current legislation, best practice and individual circumstances.
- An ability to assess situations, act appropriately and use analytical and problem-solving processes.
- An ability to demonstrate flexibility and reliability is paramount for the role.
- Due to the nature of the role all applicants must be eligible to currently work in the Republic of Ireland and successfully complete the Garda Vetting Process.

## **Salary:**

€40K whole time equivalent – pro rata for 6-month, 4-day contract

**To apply please send C.V and cover detailing your experience to [info@cali.ie](mailto:info@cali.ie) (<mailto:info@cali.ie>) by 4pm on 28th March 2025.**

## **Region**

Co Wicklow

## **Date Entered/Updated**

24th Mar, 2025

## **Expiry Date**

28th Mar, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/114583-cali-care-and-learn-ireland-deputy-day-service-manager>