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| **Job Title:**  **Programme Supervisor-BEAM Services** | | Timeline  Description automatically generated |
| **Location** | Beam Day Services in Bagenalstown and/or Bunclody. This role is in Bunclody. | |
| **Hours** | 35 hours per week. (plus on-call hours required for this post). | |
| **Contract** | Full Time Permanent | |
| **Salary** | Linked to the HSE (2023) **Grade V** Salary Scale  €48,085 - €57,573 per annum pro-rata. | |
| **Reporting Relationship** | Day Service Manager & CEO BEAM Services | |
| **Working Relationships** | **Liaises with:**   * Members & their families as required. * The staff team in BEAM Services * The Manager & Deputy Manager in BEAM Services * Committees within the service as requested * Any Multi-Disciplinary supports attached to the programme * All other relevant stakeholders | |
| **Supervises:** | All staff, within a specific service location, with the support of the Deputy Manager. | |
| **Purpose of the Role** | The Programme Supervisor will work directly with all members and staff on a day-to-day basis, in a specific programme area.  This post will be primarily an on the floor post, with a certain number of hours allocated to the planning of the programme.  The Deputy Manager will support the Programme Supervisor in the planning, development, and delivery of day services in line with the BEAM’s 5-year plan and government policy.  The Programme Supervisor will ensure that members files, Person Centred Plans, Medication Management, Risk  Assessments, and any necessary documentation to support the members is kept current and up to date in the programme area.  The Programme Supervisor is responsible for the delivery of services in line with Beam’s Policies & Procedures. | |
| **Duties & Responsibilities** | Detailed Duties & Responsibilities   * The Programme Supervisor will ensure that sufficient staff are in place on a day-to-day basis to ensure smooth running of the programme area. This will ensure that the day service is maintained to a high standard and facilitate a good learning environment for learners. * The Programme Supervisor will be a full and active member of the staff team on the floor. * The Programme Supervisor will be part of the on-call roster. * The Programme Supervisor in conjunction with the Deputy Manager will ensure that a Person-Centred approach to service delivery is always at the fore of what we do, to ensure that all service users have positive life experiences. * The Programme Supervisor will support staff to ensure that the following documents are up to date in members files, PCPs, and the review of same, ensure members have up to date Kardex’s, ensure the daily records are kept, ensure that each member has an up-to-date health assessment form, intimate care plan, epilepsy management plan as required and a complete pen picture. * To Programme Supervisor will ensure that PCP meetings are scheduled and held as per the member’s wishes. * The Programme Supervisor will link with the Deputy Manager to ensure that individual risk assessments are completed, and a copy forwarded to the Manager/Deputy Manager for inclusion on the central risk register. * The Programme Supervisor will link with the Deputy Manager to ensure that Accident /Incident forms are complete and followed up within the programme area. * The Programme Supervisor will link with the Deputy Manager to ensure that members have up to date proactive, reactive, and restrictive strategies as per the Behaviour Management policy. They will also ensure that staff record behavioural incidents and pass on the data to the Behaviour Support Specialist and ensure that any actions agreed are carried out by the team. * The Programme Supervisor will ensure that all safeguarding concerns are reported to the Designated Officer. * The Programme Supervisor will ensure good links with the multi-Disciplinary team, so members have good health and well-being. * The Programme Supervisor will facilitate the members’ monthly meetings and document same or nominate a staff member to do same. * The Programme Supervisor will submit information for the Beam Facebook page and the Newsletter as required. * The Programme Supervisor will ensure that each member has a planned programme of training & education designed and put in place by the keyworker. * The Programme Supervisor will meet with staff in the programme area on a regular basis to ensure the smooth running of the programme by providing advice, resources, and support. Minutes of these meetings will be recorded. * The Programme Supervisor will liaise with the Deputy Manager re Mentorship & Supervision for staff. Will also link with the Deputy Manager to resolve staff conflict if it arises. * Be competent & confident while driving service vehicles and carry out the appropriate checks as per policy. * Be familiar with Service requirements in terms of New Directions and the Interim Standards, the Health Act 2007, and any other relevant legislation. * To be Health & Safety conscious and report faults to the Health & Safety Coordinator, participate in Fire Drills and support members during the drills. To abide by the Health & Safety Statement in Beam Services. * To participate in training to support staff development and ensure that the Programme Supervisor has up to date skills to carry out the role. * Maintain strict confidentiality in relation to members and the business of Beam Services. You will over the course of your employment have access to or will hear information concerning the medical or personal affairs of residents who use the service and/or staff or health service professionals. Such records and information are strictly confidential and on no account may be divulged or discussed except in the performance of normal duty. * Employees within Beam Services are expected to have a high degree of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post within the service are likely to change with the ongoing needs and development within the service. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time. * This list is not exhaustive. The Programme Supervisor may be required to fulfil other duties and responsibilities as directed or deemed necessary by management.   *The above Job Description 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 and to contribute to the development of the post*. | |
| **Personal Specifications** | **Education & Training:**   * A Level 7 or 8 Qualification in Social Care / Social Studies or equivalent field essential. * **CORU** Registered or in process of being registered.   **Experience:**   * Minimum 2 years’ experience in the field of social care is essential. * Supervisory/Management experience required. * Proven competence in the care and support of the adults with intellectual disabilities and a genuine interest in this area is required.   **Knowledge & Skills:**   * A sound knowledge and proven ability to interpret and apply legislation such as The National Standards for Adults with Disabilities. * Applicants must have excellent communication skills & time management skills and be highly motivated. * Excellent record keeping skills are required. * Proven ability to develop positive relationships with a variety of stakeholders. * Full Clean Irish Driving Licence   **Competencies and Values:**   * Human Rights Based Approach * Resilience, Positive Attitude & Openness to Change * Effective Communication & Working Relationships * Planning, Organising & Reprioritising * Innovation, Creativity & Problem Solving | |
| **Personal Specification:** | A strong commitment to caring and an empathetic understanding of those with an intellectual disability are essential attributes for this role. The successful candidate should possess excellent people skills, be flexible and have experience with rapid and complex changing work environments. | |
| **Professional Expectation** | You will be expected to keep abreast of current developments and best practice in the area of Social Care. In this respect you may from time to time be required to attend appropriate courses and seminars.  The Programme Supervisor must be aware of ethical policies and procedures which pertain to the sector including:   * National and Beam Services agreed Policies and Codes of Good Practice. * New Directions * Safeguarding Vulnerable Persons at Risk of Abuse. * Confidentiality Guidelines. * Data Protection Guidelines (GDPR). * Equal Opportunity Principles. * Health & Safety requirements in compliance with Beam Services instructions. * Be fully familiar with fire precautions and fire drills. * Notification of accidents, incidents, and other reportable events. | |
| **Confidentiality** | In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of service users or staff or other centres business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them. | |