



TERRAGLEN

Residential Care Services

Job Description
Person In Charge
<p>Introduction</p> <p>TerraGlen is devoted to working in partnership with Service Users, their families, representatives and others to deliver a specialist, person centred and outcome focused service for individuals with disabilities.</p> <p>All staff employed by TerraGlen are expected to:</p> <ul style="list-style-type: none">• Work within the context of TerraGlen’s Vision, Mission Statement and Philosophy.• Work to progress their professional development in line with TerraGlen proficiency model.• Recognise that each individual is unique and work in consultation with them to enhance their strengths and further enhance their quality of life.• Adhere to TerraGlen’s Code of practice, confidentiality, code of conduct and to display a high standard of professionalism.
<p>Purpose of Role:</p> <p>The Person in Charge (PIC) will be responsible for the overall management of TerraGlen Services for children currently based in our services. This includes responsibility for the management of staff and providing the highest standards of residential/ respite care to our Service Users. The Person In Charge will be responsible for ensuring compliance with HIQA standards and implementation of TerraGlen’s policies and procedures supporting best care and practice in disability services.</p>
<p>Qualifications and Requirements:</p> <ul style="list-style-type: none">• Relevant Social Care Qualification, Social Science, Psychotherapy or Psychology minimum level 8, or level 7 plus a Management course accredited by HIQA.• Three years’ experience in a management or supervisory role in the area of health and social care and an appropriate qualification in health or social care management at an appropriate level.• Experience working with people who have complex needs.• Full Driving licence
<p>Location of Role:</p> <p>The post will be based within agreed location of one of our residential or respite services. Travel may be required</p>

Line Manager:

The Person In Charge is managed and supervised by the Director of Disabilities overseen by Director of Services and Managing Director.

Roles and Responsibilities:

- Be responsible for the effective governance, operational management and administration of the service.
- Managing a residential/ respite centre and be responsible for modelling and leading the development and promotion of professional social care and safety practice that delivers positive outcomes for Service Users and their families.
- Ensure that quality, safe, residential/ respite services are delivered to Service Users
- Managing the care team with emphasis on personal plans and professional development.
- Develop, implement and maintain an actual and planned staff roster ensuring and clearly showing staff on duty during the day and night.
- Ensure all relevant records and documentation are kept appropriately and up to date in relation to Service Users and staff in particular ensuring compliance with record keeping in line with legislation and HIQA requirements.
- Facilitate and deliver appropriate training for staff as required, including refresher training as part of a continuous professional development programme.
- Provide appropriate supervision and performance management for staff.
- Provide strong leadership to the team and develop and support a strong culture of quality and safety in service delivery.
- Participating as part of the on-call system to ensure the centre is supported at all times.
- Support and facilitate service developments and initiatives to ensure that the service can respond to changing needs of both Service Users and funders.
- Ensure that the centre is compliant with all standards as laid down by HIQA and be responsible for maintaining HIQA registration.
- Be responsible for managing resources within the centre including managing associated budgets for staffing, overheads etc.
- Be prepared to act as Designated Officer when required.
- Ensure compliance with all requirements under the Health Act 2007 relating to the duties of PIC.
- Be responsible for ensuring all relevant registrations and qualification requirements are maintained for their tenure.
- Be responsible for all aspects of Health and Safety of Service Users and staff and compliance with Health and Safety legislation.
- Keep up to date with any changes in legislation including but not limited to the Health Sector, Disability Sector, Health & Safety etc.
- TerraGlen has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders include Service Users and their families and colleagues within Enable and in HSE and other agencies.

