DAUGHTERS OF CHARITY
Disability Support Services
Job Specification

Job Title: Person In Charge / Clinical Nurse Manager 2

Start Date: A start date will be proposed at a later stage.

Location of the post: This post is located within Daughters of Charity Disability
                                   Support Services.

                                   There are currently whole-time permanent vacancies located in
                                   Sonas Project, St. Joseph's Clonsilla.

*The location of these posts may change in line with the changing needs and objectives of the
Daughters of Charity Disability Support Services, St. Joseph's Clonsilla.*

Reporting Relationship: Through Senior Nursing Personnel to Service Manager

Renumeration: The Salary scale for the post is 1/10/2020

Working Week: The standard working week applying to the post is to be confirmed at
                                   Job Offer Stage.

Eligibility Criteria:

Applicants:

Are registered in the Intellectual Disability Nursing of the Register of Nurses & Midwives
maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus
Cnáimhseachais na hÉireann) or entitled to be so registered.

OR

Are registered in the General Nursing of the Register of Nurses & Midwives   maintained by
the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na
hÉireann) or entitled to be so registered.

AND

Have at least 3 years experience working in a management/supervisory role

AND

Have successfully completed a post registration programme of study, which has achieved a
Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major
academic Level 6 award in Healthcare Management or equivalent.

AND

Demonstrate knowledge relating to HIQA standards.

AND

Demonstrate depth and breadth of experience in Intellectual Disability Nursing.

AND

Is the holder of a full driving licence from the National Driving Licence Service (NDLS) (Category B)

Details of Service:

St Joseph's is located in Clonsilla and provides a range of services people with moderate, severe or profound intellectual disability. The centre has developed a range of services offered. Each residence aims to ensure that a person centered, age-appropriate care is provided for each of the service users whom St. Joseph's is home. Staff are supported by a strong management team who support and listen to frontline staff.

St. Joseph's provides:

- A home where independence and choice and decision making are promoted.

- An atmosphere which is warm, friendly and relaxed and where respect, dignity and confidentiality are evident.

- A Service User centered high quality care delivered with consideration and professionalism by valued and dedicated keyworkers, whilst ensuring excellence an accountability that is Service User focused holistic care based on the best evidence available to use.

- An environment which actively promotes collaboration with family, friends and volunteers.

- Opportunities for the ladies to experience everyday living though community integration.

- Opportunities for activities the ladies enjoy.

- A learning environment for support workers that are committed to professional development.

- An environment that promotes opportunities for prayer, discussion and reflection in a quit peaceful area.

Sonas Project:

The Sonas Bungalows will provide support to six bungalows which are home to 36 people whom we support. Sonas will be made up of two designated centres consisting of 3 bungalows each. Each individual is encouraged and supported to achieve their individual goals and aspirations. There is a priority focus on local community integration and development of valued social roles.

CARA Residential Services

CARA Residential Services consists of three renovated bungalows. These bungalows are nurse led and along with the support of care staff, multi-disciplinary team and palliative care team, each service user is guaranteed high quality support. All three bungalows offer activities and services to reflect the needs of the service users. CARA Residential Services offers staff the opportunity to become immersed in different working environments that specialize in gerontology, autism/behavior, and mental health.

Grange Apartments

Grange Apartments is a unique service that supports six individuals with Autism and Mental Health Needs.. These apartments were designed specifically for the needs of the individual service users.

The aim of the Grange Apartments is to provide a supportive, individualized and low arousal environment which is specifically tailored to each individuals needs. The Grange Apartment team provides a high standard of care to match the complex needs of each person. Each individual, with the support of the wider team and the MDT members, are being supported to achieve their optimal level of participation in independent living and community integration to live a meaningful life. The team recognizes the individuality of each person and through a person centered approach; the team is committed to support each person to live a full and independent life as is possible. Provide an environment that provides opportunities for learning and achieve their personal goals.

The Special Dementia Unit

The Special Dementia Unit consists of two modern home settings, both designed to cater for individual needs of a resident within an Intellectual Disability and a diagnosis of dementia. The Special Dementia Unit holds bright sensory gardens with water features and vegetable gardens. This unit provides a tranquil aspect of your working day where nature becomes part of a suit of alternative approaches to caring for the individual.

All staff is supported by a dynamic, experienced team where individuals are encouraged to bring their own unique set of skills to the working day. Staff is trained in Specialist Dementia Care and Palliative Care and is encouraged to continue to develop their skill sets and competencies in the area.

Woodview

Woodview Residential Centre consists of three areas and is home to service users ranging from 54-87 years. The needs of the residents range from low support to high support. Woodview focuses on the older person and supporting them prior and during their retirement years. Residents are encouraged to engage in and access their local community.

RESPONSIBILITY OF EMPLOYEE:

- Be proactive in promoting & ensuring that the Ethos, Mission, Vision and core values of the Daughters of Charity are upheld.

- Ensure that personnel within their designated area of responsibility work in accordance with the policy and ethos of the Daughters of Charity

- Ensure that all nursing staff adhere to professional code of conduct and operate within the scope of practice

- Ensure that any concerns for the safety and welfare of clients are reported in a timely manner

- Ensure a holistic Model of Care for Service Users which is consistent with a Person Centered approach

- Be familiar with all Policies and Procedures, particularly those pertaining to client safety and welfare

MAIN PURPOSE OF JOB

The CNM2 is responsible and accountable for the provision of clinical and professional leadership, nursing management and continuous professional development in area of responsibility

DUTIES AND RESPONSIBILITES

1.   Leadership & Accountability

- Is responsible for leading and managing interdisciplinary care for service users in area of responsibility

- Ensure that staff is empowered through coaching, education, supervision.

- Lead the nursing and allied team through regular team meetings.

- Enable staff to identify and suggest improvement initiatives.

- Ensures high standards of care in the daily running of services within designated area.

- Use a consultative approach and demonstrates an approachable management style.

- Ensure that all staff within area of responsibility practice within their professional scope of practice.

2.   Professional & Clinical Responsibility

- Ensure that service users receive the highest standard of clinical/holistic care

- Maintain and promote a high standard of work performance, attendance, appearance and punctuality

- Ensure that Service each person with an Intellectual Disability is treated with the utmost respect and dignity at all times

- Ensure the highest standards of confidentiality are maintained at all times

- Ensure that service policies and procedures are implemented and monitored within area of responsibility

- Develop and ensures interdisciplinary networking with families is a high quality effective system for service delivery

- Monitor and evaluates support services relevant to the area of responsibility

- Ensure practices in the workplace comply with relevant legislation

- Uphold the code of professional conduct in practice

- Make evidence based decisions in a transparent manner by involving and empowering others

- Embrace advocacy in the delivery of person centered care

- Provides personal and professional development programme for all staff working within the designated area of responsibility.

- Ensure that complaints received are dealt with in accordance with service policy

3.   **Planning**
- Prioritise and responds to demands under pressure or in emergencies

- Ensure a system of record keeping and reports for operational activities, planning of meetings, case conferences and other events is maintained

- Within area of responsibility plan short, medium and long term goals to achieve desired outcomes.

- In conjunction with Line Manager plan and implement appropriate skill mix

4.   **Human Resources**

- Work with the Line Manager in developing strategies for staff retention.

- Participate as required on the recruitment of staff for area of responsibility.

- Foster an environment that supports and encourages personal professional development and learning.

- Contribute to the development of an organizational culture conducive to the establishment and maintenance of good staff morale.

- Ensure all new staff within designated area of responsibility receive adequate induction programme, have a clear understanding of their duties, responsibilities and the standards of performance expected of them at all times.

- Ensure that all staff is kept appraised of centre and organisational policies and procedures.

- Create an environment which is conducive to team working.

- Assist the Senior Nursing Manager in the initialisation of grievances and disciplinary procedures in accordance with Service policies and procedures.

- Ensure that all human resources are utilized in a cost effective manner.

- Manage and monitors levels of absenteeism taking corrective action where necessary.

- In collaboration with other disciplines promote good employee relations in accordance with personnel policies.

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5. **Management and Staff Development (incl. Teambuilding, Communication and Deputising)**
   - Is committed to and promotes continuous professional development to ensure best practice
   - In conjunction with Clinical Placement Co-coordinator, supervise, guide and assess the professional work of student nurses
   - Ensure the efficient and effective allocation and coordination of resources to achieve tasks within area of responsibility
   - Ensure scheduling of rosters is completed out in a timely and fair manner which reflects service needs
   - Ensure that Health and Safety practices are implemented in accordance with the Safety Statement of the service.
   - Conduct regular hazard identification audits and ensure that appropriate action is taken.
   - Ensure that all personnel are familiar with emergency and other operational procedures and regulations.
   - Conducts Performance Management Reviews for staff within area of responsibility participate in the performance management programme
   - Intervenes decisively where standards of behaviour, performance or attitude contravene service policy and procedure and informs appropriate personnel.

6. **Finance**
   - Ensure the efficient and effective use of resources allocated to designated area
   - Ensure staff evaluates supplies and equipment purchased.
   - Plan and track budget variances in area of responsibility
   - Assures that service users monies are accounted for in accordance with service policy

7. **Quality, Education and Research (Incl. Professional Development)**
   - Monitor and works to improve the team processes, encourages team review and reflection
   - Actively leads and supports the process of person centred planning within area of responsibility.
   - Monitor and evaluates methods of quality assurance and clinical effectiveness and contribute to the development of quality methodologies.
   - Identify education and development needs of staff in designated area
   - Participate in continuous professional development
   - Assure that clinical practice in area of responsibility is evidence based.

8. **General Duties**
   - Any other duties as may be assigned from time to time.

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Core Competencies

Quality Service

- Pro-active and uses Initiative.

- Undertakes holistic approach to ensure the best possible service is provided.
- Ability to encourage and develop quality led practice initiatives.
- Demonstrates an ability to evaluate, audit and review practice
- Provides a flexible service that is responsive to the needs of the service user, colleagues and service.
- Optimises resources within own areas to achieve appropriate outcomes.
- Identifies and prioritises the requirements of change within own service area at all times considering how it will affect other parts of the organisation.

Planning & Organising

- Effective use of time focused on managing self and developing others in a busy working environment.
- Sets clear, realistic goals and targets for self and others.
- Keeps appropriate and accessible documentation.
- Utilizes established systems and processes for prioritizing and delivering on tasks.
- Delegates effectively to ensure objectives are met.
- Consistently focuses work effort to where it will have most impact.
- Anticipates Problems and issues and takes preventative action to address these.
- Demonstrates an ability to plan and deliver care in an effective and resourceful manner within a culture of person-centeredness.
- Advance planning to ensure adequate resources are available.
- Effective and efficient utilization of resources.

Professionalism

- Deals fairly and consistently with others.
- Approachable and accountable and professionally courteous with others.
- Shows ability to work under pressure; handles stress in a constructive manner.
- Self-aware; recognizes own response while retaining objectivity.
- Is cognizant of own strengths/limitations, and scope of one's practice.
- Shows resilience; keeps others focused on a successful outcome.
- Maintains appropriate level of visibility.
- Maintains highest standard of confidentially in all areas of work.

Continuous Learning & Development

- Participate in the Service Development Review System.
- Organizes and structures department to create a continuous learning environment.
- Creates "on the job" opportunities to address staff learning needs.
- Demonstrates application of theory to practice and influences staff in this regard.
- Encourages colleagues/team to undertake a broad range of development initiatives and to maintain an active performance development plan.
- Mentors, coaches and provides constructive feedback on performance to staff in order to improve capability and confidence.
- Acknowledge staff strengths and achievements.

Organizational Knowledge

- Familiar with Health Service trends related to area of discipline.
- Understands the contribution of each department to the organizational goals and objectives
- Uses knowledge of mission, values and service structures to deliver on organizational goals.
- Understands health strategies relevant to own discipline.

Innovation & Creativity
- Works within teams to maximize the number of ideas and creative inputs for best outputs.
- Encourages others to 'think outside the box'.
- Generates new ideas that have a positive impact on the department/service and its ultimate success.
- Creates an environment where people are encouraged to put forward ideas, experiment and learn from their mistakes.
- Challenges the status quo to ensure areas for improvement are identified and addressed
- Proposes new approaches, methods or technologies.

Leadership Potential
- Inspires others to consistently perform at a high level and achieve their potential.
- Is approachable and treats people in a fair and consistent manner in order to gain trust.
- Is seen as an effective leader, setting high standards of behaviour for others to follow and addresses inappropriate behaviour.
- Coaches others in maintaining a flexible approach to their work.
- Embraces change and looks for ways to make positive changes within the team.
- Ability to understand how individuals, at all levels, operate and applies this knowledge to achieve change objectives in the most efficient and effective way.
- Seizes opportunities to influence the future direction of departments and the overall business.
- Encourages, inspires and supports others to deliver successful outcomes through change.
- Is politically attuned, knowing when to communicate with key stakeholders.
- Understands importance of getting input and buy-in from others when making decisions.

Problem Solving & Decision Making
- Is comfortable making decisions with incomplete or uncertain information
- Has basic finance and budgeting knowledge and draws on this to make decisions when applicable.
- Understands the effect of ones decision on colleagues/service users, departments and the organization.
- Anticipates probable consequences of decisions.
- Consults with others to improve decision making.
- Takes a proactive approach to problem solving and able to recognize early warning signs of potential problems and takes pre-emptive action.
- Demonstrates a reflective approach when dealing with problems, carefully evaluating different options/solutions.
- Able to act quickly to address urgent matters.

Team work
- Fosters a collaborative working team with complementary strengths.
- Recognize the talents and contributions each team member brings to the work environment.
- Proactively develops and nurtures workplace relationships.
- Utilizes team skills and attributes in achieving goals.
- Encourages input from all team members.
- Adapts interpersonal style to engage all members of the team.
- Identifies areas of potential conflict within the team and takes steps to resolve it.
- Is open and approachable to discuss issues.

Communication & Interpersonal Skills
- Supports a culture of open communication to maintain a climate of trust and honesty.
- Communicates at all levels, both internally and externally.
- Supports ideas with appropriate research and information to persuade others.
- Focused Listening: Gains' understanding through accurately clarifying what was heard.

- Shares information within – and to – other sections and departments in an open timely manner.
- Delivers presentations to groups with confidence and credibility.

- Documents important relevant communications.
- Facilitates two way communications between conflicting parties.
- Uses an appropriate business writing style.

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.