



Camphill Community Dingle

Doonsheane

Dingle Co. Kerry

Eire

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Social Care Manager / Person in Charge

JOB DESCRIPTION

BACKGROUND TO THE JOB:

Camphill Communities of Ireland (CCoI) works to create sustainable intentional communities where children and adults of all abilities, many with special needs, can live learn and work with others in healthy social relationships based on mutual care and respect.

Job title: Social Care Manager/Person in Charge

Reports to: The Provider Nominee / the Board of Trustees

Purpose: To uphold Camphill's Community ethos and values in the role of principle person responsible for the day to day management of the Community. Ensuring the Community provides residential and person centered support where individuals supported by the Community enjoy an environment that is safe and provides an excellent quality of life where individuals achieve their ambitions. Working with coworkers to develop and plan all aspects of the service that promote quality for both services users and coworkers meeting Health Information & Quality Authority standards. Providing leadership to the Community and line management to those working within the Community. Ensuring the Community operates effectively and sustainably, building on Camphill's ethos to offer an inspiring model of social enterprise and community building involving disabled adults.

KEY ACCOUNTABILITIES & DUTIES

Governance and Leadership

- Report regularly to the national Board of Trustees and to the Local Committee on the functioning of, and developments, within the Community.

- Provide strategic advice and guidance to the Board and registered Provider in respect of the Community's business.
- Make proposals to the Board and registered Provider for the future direction and development of the Community having consulted and involved the local committee, residents, families and co-workers appropriately.
- Provide leadership to the Community and line management to those working within the management group ensuring they have the skills, knowledge, resources and motivation to fulfill their responsibilities and are able to similarly manage and support members of their work group.
- Direct and control the work and resources of the Community collaboratively in accordance with the business plan and agreed policies and procedures of the Community.
- Make sure the Community maintains excellent working relationships with the HSE and the requirements of its Service Agreement. That it complies with HIQA standards and reporting requirements. That it demonstrates continuous improvement through review and audit.

Operational Management

- Be accountable for the overall provision of service, work collaboratively and ensure coworkers are fully supported to carry out their responsibilities.
- Ensure the highest quality service is delivered in a way that is aligned to Camphill's ethos and values ensuring the Community has appropriate and up to date policies and procedures in place to meet regulatory requirements.
- Effectively manage change; develop, implement and review business plans annually following consultation with coworkers, residents and the Local Committee.
- Ensure there is effective record-keeping, monitoring, reviewing and reporting in order to support the effective and orderly functioning of the Community and fulfill the reporting requirements of funders, regulators, and the Board.
- Have overall responsibility for the management of risk throughout the Community ensuring health and safety standards are met at all times. Ensure the Community provides a safe, secure, and good quality of life for those living and supported by the Community.
- Ensure the Community investigates and respond to complaints, including adult and child protection concerns, in line with organizational policies and procedures.
- Ensure a high quality of life for individuals in the community, clarity of goals and aims through good quality assessments, person centered (personal) plans, health promotion, reviews, support plans (care plans) and personal risk assessments as appropriate.
- Enable and support residents to have choice and control in their lives, develop citizenship and maintain relationships with friends and families including accessing advocates and other professional support as maybe appropriate.
- Have an excellent knowledge of the registered care and Supporting People standards

Staffing

- Ensure there is clear communication with coworkers and there are appropriate and effective systems in place for engagement and consultation within the Community.
- Ensure the staffing levels and skills mix meet the dependency needs of residents and other persons supported and ensure coworker rota's are in place.
- To identify and address training needs within the community with the community training officer.
- Take part in the on call system and provide cover when required.
- Review staffing levels and skills mix regularly and change them as and when necessary to meet the assessed needs of each particular resident.
- Ensure staffing levels are driven primarily by the need to achieve optimal health and quality of life

outcomes for residents.

- Ensure recruitment and management of co-worker is in line with legislative and good practice requirements and follows policy and procedure.
- Ensure all co-workers receive regular supervision and annual appraisal.

Financial Stewardship

- Ensure appropriate accounting procedures and controls are in place and followed.
- Responsibility for preparation and agreement of the annual budget ensuring budgetary targets are met, revenue flows maximised and costs appropriately controlled.
- Work with the Finance Committee in developing annual budgets that support operating plans and keep the Council appropriately informed of the organisation's financial position.
- Prudently manage the organisation's resources within budget guidelines according to current laws and regulations.
- Support the on-going financial viability of the Community through annual review of business strategy.

Residents and others who access support from the Community

- To ensure work and engage with residents to shape and develop support that first and foremost meets and responds to their needs and aspirations.
- To work within an intentional living that fosters citizenship, access to advocacy and the pursuit of happiness.

Partnership Working and Networking

- Develop appropriate relationships with the HSE, external partners and other agencies to promote collaboration, generate opportunities and support the future plans and possibilities for the Community.
- Provide required returns and business information to CCol and other partner agencies, including HIQA and HSE, in a timely manner.
- Work closely with your colleagues nationally to share learning, develop material and maintain the spirit of Camphill.
- Work and share with national Camphill communities to identify the key issues and learning that assist in development of CCol.
- To serve as the primary spokesperson and representative for the local Camphill Community.
- To be aware of the legal and regulatory duties and be fully familiar with Camphill's policy and procedure relating to this area of work ensuring that all duties and responsibilities are discharged in accordance with them.
- To attend meetings and training as required improving service delivery and further professional development.
- To support and promote best practice in record keeping throughout Camphill in line with Data Protection guidelines and legislation.
- To carry out other duties consistent with the post as may be required.

Reporting structure: The Community PIC works to the management group of the community reporting to the registered provider nominee who reports to the Chair of the Board.

Signed for and on behalf of Camphill Community, Camphill Communities of Ireland

Signature of Authorised Signatory _____

Date _____

Name of Authorised Signatory _____

I accept employment on the Job Description outlined in this contract

Signature of Employee _____

Date _____

Name of Employee _____

Social Care Manager / Person in Charge

Job Specification

Qualifications	(E = Essential, D = Desirable)
Good general education	E
Degree and post graduate qualification ideally in Social Care Management or Management Qualification (NVQ4 level)	D
Experience	
At least 3 years of senior management experience at a similar level of responsibility including demonstrative experience strategic planning	E
At least 5 years experience in the health/social care or voluntary sector	E
Experience of successful initiation and delivery of projects	E
Worked effectively and creatively with a range of stakeholders	E
Experience of social enterprise and/or innovation	D
Proven ability in maintaining an information system for the recording and retrieval of accurate information/records	D
Worked with vulnerable adults or children in an environment that promotes their rights, safety and well being	D
Knowledge/skills	
Business planning and development, change management, monitoring and improving performance, report writing and presentations, budgeting and financial monitoring and control	E
Collaboration, consultation and involvement skills	E
Line management and people management skills	E
Project management skills	E
Good knowledge of statutory guidelines and relevant legislation as they relate to post	E
An understanding and demonstrative ability to contribute to the values and ethos of Camphill	E
Ability to write clear and legible reports	E

Excellent working knowledge of social care sector with substantial experience of negotiating with funding authorities	D
Attributes	
Excellent interpersonal skills: Approachable with friendly manner, active listening	E
Organisational sensitivity: able to perceive the impact and implications of changing external environment and internal changes on the organisation	E
Leadership: able to collaborate with, motivate and influence others and direct them towards achieving objectives	E
Flexible and creative: able to modify approach and come up with innovative solutions to achieve objective	E
Enthusiasm, dynamism and creativity with resiliency and ability to work under pressure	E
Sound judgment and integrity: able to identify relevant information and make good decisions.	E
Planning and organisation: able to identify, plan and implement appropriate courses of action for self and others to accomplish an objective.	E
Delegation: able to use people and other resources available through effective allocation of decision making authority and responsibility.	E
Understanding of and commitment to equal opportunities in service planning, delivery and employment	E
Other	
Supportive of underlying Camphill ethos/principles	E
Gardai vetting clearance	E
Commitment to flexible working	E
Available for some evening and weekend working	E