

Praxis Care Job Description

Position, Title & Grade:	Manager
Location:	North Dublin
Reporting to:	Head of Operations
Function/Department:	Intellectual Disability

Job Purpose/Summary:

Reporting to the Head of Operations the Manager will ensure the effective management and development of the Service in line with Organisational strategy, ensuring regulatory and contract compliance, whilst at all times promoting the Praxis values and brand through a high quality support of our Service Users.

Key Accountabilities

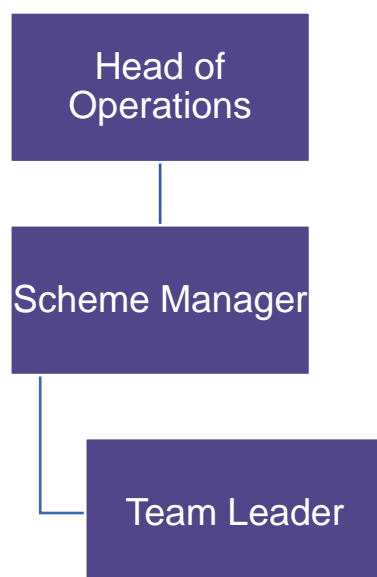
- To ensure that all work within the service is user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
- To oversee and contribute to the referral process, admission and review procedures whilst working in partnership with the relevant statutory agencies, families and others in planning and developing person centred programmes of care and support.
- To monitor and support service users towards independence and contribute to the review of each adult in partnership with the multi-disciplinary/agency teams.
- To deal with issues of concern or complaints sensitively and appropriately.
- To co-ordinate and contribute to the selection, recruitment and induction of new staff and to provide an effective leadership of all staff under within the scheme, through regular supervision, effective communication, management of workloads, assessment and verification of staff undergoing career development qualifications and identification of development needs.
- To personally contribute towards a positive, cohesive and therapeutic environment and to deal appropriately with matters relating to disciplinary, grievance, untoward incidents and complaints
- To develop good working relationships and actively promote community presence within the local community through positive representation of the Praxis Care brand.
- To ensure efficient and effective administration procedures are in place to comply with Praxis Care policy and Regulatory/Legislative requirements to include rota planning, the storage and dispensation of medication. To complete annual reports in on the evaluation of the service.
- To be fully involved in preparation and control of scheme budget as determined by senior management ensuring scheme budget and financial procedures are adhered to and that all monies correctly accounted for.
- To complete H & S monthly monitoring reports and Work in partnership with contractors, health and safety experts to ensure that all activities are carried out in a manner which is safe to everyone within scheme and in accordance with Regulatory/Legislative requirements and Praxis Care policy.

Requirements of the Role

- You will be required to participate in the company performance management process.
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis rules, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Organisational structure



	Direct/Internal	Indirect/External
Budget	0	0
Staff	25	
Liaison & Influence	<ul style="list-style-type: none"> • Support Workers, Team Leaders, Line Manager • Service Users • Support services • Zone Managers 	<ul style="list-style-type: none"> • Health Trust and Regulatory bodies • Service Users Families • External Suppliers

Criteria	Essential	Desirable
Education/Training Qualifications	Professional qualification in Social Work/Applied Social Studies OR First or Second Level Nursing OR Degree in the Health and Social Care Suite OR QCF Level 5 Diploma in Leadership for Health and Social Services OR Degree in Youth & Community work <input type="checkbox"/> Candidates with Social Work/Applied Social Studies should be registered with	Professional management qualification as recognised by HIQA. Candidates who do not hold this qualification will be required to complete it within 12 months of appointment

	<p>CORU at the time of appointment. Candidates with Nursing Qualifications should be registered with NMBI at the time of appointment.</p>	
Experience	<p>2 years paid experience in the intellectual disability or autism field for those with Social Work/Applied Social Studies or Nursing qualifications OR 3 years paid experience in the intellectual disability or autism field for those with a Degree or QCF qualification as listed above</p> <p>3 years experience in a supervisory or management role in the area of health and social care.</p> <p>Demonstrable aptitude for effective person and resource management</p> <p>Ability to maintain administration systems</p> <p>Ability to maintain communication systems</p> <p>Liaison with statutory and voluntary agencies</p>	Negotiation with Government agencies
Skills & Competencies	<p>Excellent communication skills both verbal & written</p> <p>Report writing skills</p> <p>Assessment skills</p> <p>Evaluation skills</p>	
Attributes	<p>Full valid driving licence on application and access to own transport on appointment. (If a disability precludes an individual from holding a driver's licence, it should be stated how they can meet the mobility requirement of the post)</p> <p>On call duties will be required Available to work flexibly Proof of eligibility for permanent employment with Praxis Care in</p>	

	the Republic of Ireland at time of appointment	
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Decision Making Authority	Recommendation Types and Levels
<ul style="list-style-type: none"> Ability to make low-medium level decisions within clearly defined parameters as defined by Operational Heads 	<ul style="list-style-type: none"> Ability to recommend changes to working practices and to Service User Care plans to enhance and improve Service Delivery and quality of care provided