Stepping Stones Care: Residential Coordinator (Wexford)  
(https://www.activelink.ie/vacancies/health/76562)

Post: Residential Coordinator

Location: Wexford

Reporting to: Director of Compliance and Quality Improvement

Responsible to: Darren Wright Registered Provider Representative

Person Specification:

Qualifications:

- A degree or masters at level 7 or 8 in the area of Nursing, Health or Social Care
- A third level management qualification
- Evidence of further education in social care/ health related areas.

Experience:

- Minimum three years of management/supervisory experience in the nursing/social care area with evidence of demonstrate excellent management and leadership skills.
- Working with people with intellectual disabilities for at least 5 years.

Professional Knowledge:

- Excellent knowledge and understanding of relevant HIQA regulations and standards and all other relevant legislation.
- A proven track record in the delivery of Person Centered System services and supports in Social Care
- A flexible working approach that responds to the changing needs of a 24/7 service.
- A full clean drivers licence and access to their own means of transport.
• Good interpersonal, organisational and administration skills.
• Provide out of hours/call support on a rotational basis when required.
• Understand the role of the person participating in management (PPIM)

The post involves four key performance areas:

1. Person in Charge- supporting the PIC in line with the Health Act 2007, related regulations, and HIQA standards.
   Ensuring the PIC and staff team are implementing the services policies and procedures especially under the areas of resident welfare, human resource matter and health/safety.
2. Audit and Quality Improvement- develop, implement, and review a specific schedule of local and regulation required audits across all designated centres. Monitor quality improvement initiatives through centres overarching Quality Improvement Plans.
3. Professional Development and Supervision of Staff- advise on and implement professional development processes for PIC’s, and/or staff team working in Residential Services in order to ensure an appropriately trained/educated and motivated staff team.
4. Policy Implementation and review- advise and oversee PICs and staff team of the implementation of the HIQA standards and legislation. Advise and oversee PIC’s and staff team of implementation of all current service policies and procedures.

Critical Key Performance Areas:

These are implemented with explicit guidance from the Quality Director or Registered Provider Representative:

• To ensure a comprehensive weekly report is received and reviewed from each designated centre which outlines how care and supports are been implemented and reviewed in line with regulation requirements.
• To ensure that all personal plans and associated files in centres are maintained in a professional manner and in keeping with regulations/ legislative requirements, policies and best practice where appropriate.
• To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
• To participate in strategic planning for the company as indicated by the Quality Director.
• To liaise with the regulators for example HIQA or HSE.
• Ensure new developments are in line with the overall Service Strategic Plan and all staff is aware and become familiar with the plan.
• To uphold the highest standard of service delivery to the residents availing of supports.
• To ensure that all programmes/services/supports are supervised in an effective and efficient manner, in consultation with relevant staff.
• To promote models of service provision which respect the rights and dignity of residents.
• To ensure that all resources allocated to Residential Services are utilised effectively and efficiently. To monitor the upkeep of accommodation and make recommendations on budget allocation.
• Participation in scheduled formal supervision with PICs and Team Leaders.
• In consultation with PICs to review staffing rosters so that they effectively utilise available human resources.
• To act as PPIM of centres as per requirement in conjunction with the Quality Director.
• To coordinate all maintenance and purchase requisitions for the designated centre/s/area of responsibility in conjunction with the provider.
• Co-ordinate Health & Safety for the designated centre/s/area of responsibility with PICs.
• To manage risk with PICs in line with the ‘Risk Management Policy’ and maintain the Risk
Management Register for the designated centre/s / area of responsibility.

- To participate in the recruitment and selection of permanent and relief staff.
- To act in the role of Deputy Designated Person (Safeguarding) as required and to manage allegations of non-accidental injury / abuse in conjunction with the Programme Manager; in the absence of the Designated Person.
- To chair regular review meetings with PICs in line with Terms of Reference.
- To follow up on actions agreed by the management team post monthly meetings.
- To gather data sets monthly in the areas set out on the management team meeting templates.
- To coordinate the formal and informal supervision of persons in charge and team leaders.
- To ensure the coordination of monthly audit schedules (announced and unannounced) which inform a Quality Improvement Plan for each centre.
- To meet on a regular basis with the Quality Director and Provider to brief / update on the progress of action plans, notifications to HIQA and the welfare of residents at each designated centre.
- To deputise for the Quality Director during periods of leave in terms set strictly set out.
- To provide on call services for centres as required.
- To act as PPIM for centres as required and submitted to the regulator.
- To ensure all required regulation paperwork is maintained reviewed and updated as required for each centre.
- To coordinate any crisis management plans for centres as required, adapting to changes in the role of residential coordinator as required for these crisis periods.

**Salary:** DOE

**Applications to:** [HR@steppingstonescare.ie](mailto:HR@steppingstonescare.ie)

**Closing Date:** 30/08/2020

**Region**

Wexford

**Date Entered/Updated**

Wed, 22/07/2020 - 12:00

**Expiry Date**

Sun, 30/08/2020 - 18:00

**Source URL:** https://www.activelink.ie/vacancies/health/76562

**List of links present in page**

- https://www.activelink.ie/vacancies/health/76562
- mailto:HR@steppingstonescare.ie