

## **St. Catherine's Association: Quality & Compliance Officer (Maternity Cover) (<https://www.activelink.ie/node/115124>)**



St. Catherine's Association  
Newcastle, Greystones, Co. Wicklow

**We have an exciting opportunity for a**

### **Quality & Compliance Officer**

**POSITION AVAILABLE:**

Specified Purpose Contract (Maternity Leave Cover)  
Full-time (35 hours per week)

**You are:**

A dynamic and energetic team player and self-motivated individual who has experience working in a fast paced environment and has the ability to meet deadlines. In this role you will play a pivotal part in ensuring that our services and facilities adhere to regulatory standards and deliver high-quality care to those we support. You are able to multitask and prioritise work. You are a strong team player who has excellent interpersonal skills. You have excellent verbal and written communication skills and a willingness to be involved in all aspects of the role.

**We are:**

St. Catherine's Association is a non-profit organisation and registered charity funded by the HSE that provides health related supports to children and young adults with moderate to profound intellectual disabilities and autism in the Wicklow area. These services include Respite and Short Break Support Services, Adult Day Services and Residential Services and access to clinical supports through referral to Children's Disability Network Team.

**Job Role:**

- Lead auditor for St. Catherine's Association with responsibility for auditing services, including designated centres.
- To conduct robust internal audits to a high standard in line with the regulatory requirements of S.I. 367 of 2013.
- Provision of impartial reporting of findings from audits in clearly laid out reports.
- Responsible for the vetting & approval of action plans, and monitoring of plans to completion. To ensure compliance with regulatory requirements through SMART action plans, targets and deadlines.
- Track and trend analysis of audit findings to enable organisational learning.
- Work closely with management, staff, and external regulatory bodies to monitor, assess, and improve the quality of care provided.
- Responsible for the creation and review of regulatory documentation (e.g., Annual Reports for all designated centres, Agreements of Care, Directory of Residents, Statements of Purpose, Resident's Guides etc).
- On-going development and implementation of a robust audit structure in line with relevant standards, regulations and best practice.
- Ensure risks identified through internal audits are escalated for the attention of relevant Management for appropriate response / action.
- Collation of key metrics for onward reporting internally and to the relevant regulatory bodies.
- Continued development of policies and procedures in areas of responsibility.
- Provide assistance to Line Managers in relation to standards and regulations.

- Reporting to: Quality, Compliance & Training Manager

## Essential:

- QQI Level 7 BA in Applied Social Studies, Social Care or equivalent.
- A minimum of 2 years post graduate experience working in a social care setting.
- Expertise and critical understanding of the essential components in operational best practice standards in a social care environment.
- Excellent knowledge and understanding of HIQA regulations and standards ensuring quality, person centred and HIQA regulatory compliant care.
- Strong working knowledge of all regulatory requirements and standards applicable within the social care environment.
- Knowledge of New Directions Regulations and National Standards for persons with disabilities.
- Excellent analytical skills with the ability to interpret complex regulations and guidelines.
- Effective communication skills, both written and verbal, with the ability to communicate effectively with all stakeholders and report findings to Senior Management.
- Strong organizational skills with attention to detail and the ability to manage multiple priorities effectively.
- Ability to work independently and collaboratively as part of a team. Working with registered managers and operational support staff.
- Full driving license and willing to travel to locations within our service.

## Desirable:

- Prior experience in a similar role carrying out auditing internally

## Benefits:

- HSE Consolidated Pay Scales
- National Federation Voluntary Bodies Pension Scheme
- Employee Wellbeing Initiatives
- Refer a Friend Scheme
- Christmas Savings Club
- Excellent training opportunities
- Staff Education Loans and Paid Study Leave
- Bike to Work Scheme
- Enhanced Annual Leave
- Paid Maternity and Adoptive Leave \* *eligibility criteria*
- Sick Pay Scheme \* *eligibility criteria*

**Salary:** Clerical Grade V as per the HSE consolidated pay scale

## To Apply:

Please send your CV to [recruitment@stcatherines.ie](mailto:recruitment@stcatherines.ie) (<mailto:recruitment@stcatherines.ie>) or call Debbie Carr on [087-1946126](tel:087-1946126) (tel:0871946126) for details.

For more information, please check out our website [www.stcatherines.ie](http://www.stcatherines.ie) (<http://www.stcatherines.ie>)

**Closing Date:** 5pm Friday 30th May 2025

### Region

Co Wicklow

### Date Entered/Updated

16th Apr, 2025

### Expiry Date

30th May, 2025

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