

## **St. Catherine's Association: Deputy Respite Services Manager** **(<https://www.activelink.ie/node/115366>)**



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

**We have an exciting opportunity for a**

### **Deputy Respite Services Manager**

#### **POSITION AVAILABLE:**

Specified Purpose Contract 39 hours per week (maternity cover)  
(26 hours Deputising & 13 hours Frontline)

#### **You are:**

A dynamic and energetic team player with excellent leadership skills. You are kind, caring, and compassionate.

#### **You have**

- Excellent team working skills, and are able to motivate your team members
- You have the ability to work under pressure and handle changing priorities
- You are familiar with best practices in Social Care and apply these consistently in your work
- You have a strong commitment to self-development & the development of others
- You are committed to upholding the values of St. Catherine's and to improving the lives of the people we support

#### **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:**

- Deputise in the absence of the Respite Service Manager as and when required
- Assist the Respite Service Manager with the overall management of the respite location delivering quality person centred care in compliance with HIQA standards
- Provide on-call support as required
- Assist in the development of individual personal plans for each individual so as to ensure the highest quality and effective service delivery
- To assist the RSM in management of budget allocation in a manner that is responsive to the needs of the children/young adults and offers best value
- In the RSM's absence be responsible for the efficient, effective day to day management of the location
- Promote the ethos and culture of quality assurance within your location in line with regulations.
- Develop and maintain effective relationships with families and agencies

## Essential:

- QQI Level 7 BA in Applied Social Studies, Social Care or equivalent
- A minimum of 1 years' experience of working with people with intellectual disabilities
- The ability to work effectively under pressure and handle changing priorities.
- Excellent communication, organisational and IT skills
- Experience of leadership
- An ability to make sound judgments and decisions based on current legislation, best practice and individual circumstances.
- Knowledge of all relevant legislation and HIQA Standards
- An ability to demonstrate flexibility and reliability is paramount for the role
- An ability to assess situations and act appropriately and use analytical and problem solving processes that best meet the needs of the service and those we support
- Hold a full clean driving license and have access to your own transport

## 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*

## 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.

Closing Date: 5pm Friday 30th May 2025

### Region

Co Wicklow

### Date Entered/Updated

30th Apr, 2025

### Expiry Date

30th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115366-st-catherines-association-deputy-respite-services-manager>