

## **Three Steps: Adult Services Coordinator / PIC** <sup>[1]</sup>

**NOTE: This item has expired and will soon be unavailable for viewing.**



### **Three Steps**

Three Steps is a privately owned business providing therapeutic residential care to children, young people and vulnerable adults. Our mission is to enhance the unique potential of all those in our care.

Our qualified Social Care teams deliver multidisciplinary assessment and intervention, underpinned by highly skilled and experienced Therapeutic Support Consultants. Central to the delivery of our therapeutic care are our core values – Belief, Respect, Passion, Collaboration, Perseverance, and Ownership – underpinned by our Model of Care.

Many of the adults placed with Three Steps have a complex combination of emotional, behavioural, family and mental health needs. We believe that everyone has the ability to change and to flourish. Each individual in our care has strengths and skills that can be nurtured and our teams work to support these.

### **Adult Services Coordinator**

We are seeking an effective, dedicated Adult Services Coordinator to manage our Adult Disability Residential care homes in the Navan / Dunsany areas in Co. Meath, in line with new referrals. This is an 18 month contract position, with the potential for extension pending business needs.

If successful, you will carry out the duties of the Person in Charge (PIC) as detailed in the Health Act 2007 Regulations for Residential Services for Children and Adults with Disabilities. Reporting to the relevant Senior Area Manager, you will work collaboratively with the Social Care Team.

A detailed job spec is available on our website: <http://www.threesteps.ie/Careers> <sup>[2]</sup>

### **Experience and qualifications**

- Min. Level 7 degree in Social Care, Social Work, Nursing, Psychology, or other relevant area
- Min. 3 years' demonstrable post-qualification experience of working in a residential care environment, with some experience at supervisory level
- Knowledge of HIQA standards regulations
- Knowledge of legislation incl.: Safeguarding Vulnerable Persons at Risk of Abuse National Policy and Procedures; Child Care Act 1991; Children First Guidelines 1999; Disability Act 2005; Health and Safety Legislation; Data Protection & Freedom of Information Acts
- Excellent interpersonal and communication skills with the innate ability to relate to adults in care and to their families
- Ability to lead and motivate a team, actively managing individual performance
- Experience in delivering supervision for team members
- Strong organisational and admin skills
- Experience in operational and service planning, and in providing input into the development and implementation of relevant policies and procedures
- Experience of and aptitude in managing budgets
- Competent in working with multi-disciplinary and interagency teams
- Full clean driving licence
- Strong IT skills relating to standard Microsoft applications (Word, Excel, Outlook)

### **Three Steps – what we offer:**

- Competitive remuneration package
- Continuous professional training and development throughout your career
- Excellent opportunities for career progression, including management positions

- A supporting team who enjoy their work and who make a difference every day

If you are interested in joining our team, send your cover letter and CV [tjobs@threesteps.ie](mailto:tjobs@threesteps.ie) <sup>[3]</sup>

**Region:** Navan / Dunsany, Co  
Meath

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**Links**

[1] <https://www.activelink.ie/content/vacancies/community/32519>

[2] <http://www.threesteps.ie/Careers>

[3] <mailto:jobs@threesteps.ie>