

Prague House Care Company: Manager ^[1]



MANAGER

required for

**Prague House Care Co.Ltd.
Chapel St., Freshford, Co. Kilkenny.**

We are looking for an enthusiastic, experienced person to manage this wonderful residential care facility for older people. The successful applicant will be responsible for the delivery of a quality service to the residents in compliance with HSE and HIQA regulations. The Manager will also be responsible for the running of the Meals on Wheels Service and a Day Care Centre. The Manager shall represent, work with and report to the voluntary Board of Directors.

This is an excellent opportunity for someone who has an interest in an exciting new and challenging job, and who would like to be part of a great team.

This is a permanent, full time position.

Applicants must hold:

- It is essential that the applicant has evidence of proven leadership and/or management skills.
- It is desirable that the applicant has a qualification or recognised training in leadership and/or management or working towards same.
- Excellent planning, organisational, training, and presentation skills.
- Excellent literacy, numeric and IT skills including proficiency in Microsoft Office.
- Full clean driving licence.

Applicant must have:

A minimum of 3 years Supervisory or Management experience.

- Provide the necessary supervision, co-ordination and deployment of staff to ensure the optimum delivery of care to the residents.
- Excellent leadership and motivation skills.
- Excellent organisation and communication skills.
- Ability to manage budget and delivery of service excellence.
- High initiative and integrity.
- Lead and implement change, in consultation with the Board, when necessary and deemed to be appropriate.
- Promote, facilitate and participate in the development of policies and procedures. Monitor as appropriate and lead on proactive improvement.
- Ensure compliance with legal requirements, policies and procedures affecting residents and staff.
- Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
- Maintain all necessary clinical and administrative records and reporting arrangements.
- Engage in IT developments as they apply to service user and service administration.
- The Manager is accountable to the Board of Directors.
- Experience of housework tasks such as cooking, cleaning, laundry and maintaining fabric of the house in good repair.

Responsibilities

- Representing, working with and reporting to the voluntary Board of Directors
- Co-ordination, assessment, planning, delivery and review of residents care by all staff.

- Participate in meetings / committees as appropriate and requested by the Board of Directors, communicating and working in co-operation with other staff members.
- Collaborate with resident's families, carers and other staff in treatment / care planning and in the provision of support and advice.
- Plan discharge or transition of the residents between services as appropriate.
- Maintain records in accordance with local service and professional standards.
- Adhere to and contribute to the development and maintenance of standards, protocols and guidelines consistent with the highest standards of care.
- Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs, etc.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, National Quality Standards for Residential care settings for the Older People in Ireland.
- Participate in the identification, development and delivery of induction, education, training and development programmes for staff.
- Engage in performance review processes including personal development planning.

A very competitive salary package will be offered to the right candidate.

Job Sharing Candidates will be considered for this position.

Short listing will apply based on applicants holding all of the above listed criteria.

Please forward an up-to-date CV to praguehousechairperson@gmail.com [2]

Closing date for applications Thursday 9th November 2017

Region: Freshford, Co
Kilkenny

Expiry date: 09/11/2017

Date 31/10/17

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