



# Job Description/Person Specification

## Person in Charge CCoI

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### **Role Title:**

**Person in Charge**

### **Reports to:**

**Area Services Manager**

## **1 Main purpose of the role**

To uphold Camphill's Community ethos and values in the role of principle person responsible for the day to day management of the Community. Ensuring the Community provides residential and person-centered support where individuals supported by the Community enjoy an environment that is safe and provides an excellent quality of life where individuals achieve their ambitions.

Working with staff and coworkers to develop and plan all aspects of the service that promote quality for both services users and coworkers meeting Health Information & Quality Authority standards.

Providing leadership to the Community and line management to those working within the Community.

Ensuring the Community operates effectively and sustainably, building on Camphill's ethos to offer an inspiring model of social enterprise and community building involving disabled adults.

This job description describes the roles and responsibilities as currently envisaged. These may change over time in the light of changing circumstances or developments within the national disability sector programme.

## **2 Values & Attitude**

Employees of CCoI are expected to support delivery of the organisation's mission, vision and values as part of their day to day work and to comply and positively promote the CCoI competency framework through behaviours in the workplace.



|                     |   |                |     |               |                  |
|---------------------|---|----------------|-----|---------------|------------------|
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In return, you will be supported by your Line Manager through supervision and support, listening, training and development and the best resources we are able to provide to help you deliver your best.

### **3 Character**

Each candidate must be of attested good character and maintain that status during the period of employment.

### **4 Health**

Candidates must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service. In order to satisfy this qualification any applicant may be required to provide a fitness to work report from their GP.

### **5 Qualification**

A minimum of a Level 7 on the QQI Framework – BA in Social Care Studies, Social Care Management or equivalent relevant qualification in Health or Social Care.

Post graduate qualification ideally in Social Care Management or Management Qualification.

Candidates must possess the competencies and skills appropriate to working with persons with an intellectual disability.

Camphill Communities reserves the right to determine relevant qualifications for the post. Please see Person Specification for further details.

### **6 Duties & Responsibilities**

The Person in Charge will:

#### **Governance and Leadership**

- Report regularly to the national Senior Management Team (SMT) on the functioning of, and developments, within the Community.
- Provide strategic advice and guidance to the SMT and Regional Manager in respect of the Community's business.
- Provide leadership to the Community and line management to those working within the management group ensuring they have the skills, knowledge, resources and motivation to fulfill their responsibilities and are able to similarly manage and support members of their work group.
- Direct and control the work and resources of the Community collaboratively in accordance with the business plan and agreed policies and procedures of the Community.
- Ensure the Community maintains excellent working relationships with the HSE and the requirements of its Service Agreement. That it complies with HIQA standards

and reporting requirements. That it demonstrates continuous Improvement through review and audit.

### **Operational Management**

- Be accountable for the overall provision of service, work collaboratively and ensure all staff are fully supported to carry out their responsibilities, inclusive of a Designated Centre, Supported Living Accommodation and a Day Service.
- To ensure that 'no tolerance' to abuse is the prevailing culture underpinning service and supports to people.
- Ensure the highest quality service is delivered in a way that is aligned to Camphill's ethos and values ensuring the Community has appropriate and up to date policies and procedures in place to meet regulatory requirements.
- Effectively manage change; develop, implement and review business plans annually following consultation with coworkers, and residents.
- Ensure there is effective record-keeping, monitoring, reviewing and reporting in order to support the effective and orderly functioning of the Community and fulfill the reporting requirements of funders, regulators, and the SMT.
- Have overall responsibility for the management of risk throughout the Community ensuring health and safety standards are met at all times. Ensure the Community provides a safe, secure, and good quality of life for those living and supported by the Community.
- Ensure the Community investigates and respond to complaints, including adult and child protection concerns, in line with organizational policies and procedures.
- Ensure a high quality of life for individuals in the community, clarity of goals and aims through good quality assessments, person centered (personal) plans, health promotion, reviews, support plans (care plans) and personal risk assessments as appropriate.
- Enable and support residents to have choice and control in their lives, develop citizenship and maintain relationships with friends and families including accessing advocates and other professional support as maybe appropriate.
- Have an excellent knowledge of the registered care and Supporting People standards.
- Work collaboratively with other community organizations, innovation programmes and national initiatives to provide new opportunities to people supported in day and residential settings.

### **Staffing**

- Ensure there is clear communication with all staff and there are appropriate and effective systems in place for engagement and consultation within the Community.
- Ensure the staffing levels and skills mix meet the dependency needs of residents and other persons supported and ensure staff rosters are in place.
- To identify and address training needs within the community.
- Take part in the on-call system and provide cover when required.
- Review staffing levels and skills mix regularly and change them as and when necessary to meet the assessed needs of each particular resident.
- Ensure staffing levels are driven primarily by the need to achieve optimal health and quality of life outcomes for residents.
- Ensure recruitment and management of staff and co-workers is in line with legislative and good practice requirements and follows policy and procedure.

- Ensure all staff receive regular supervision and annual appraisal.

### **Financial Stewardship**

- Ensure appropriate accounting procedures and controls are in place and followed.
- Responsibility for preparation and agreement of the annual budget ensuring budgetary targets are met, revenue flows maximised and costs appropriately controlled.
- Work with the Finance Department in developing annual budgets that support operating plans.
- Prudently manage the organisation's resources within budget guidelines according to relevant policies and current laws and regulations.
- Support the on-going financial viability of the Community through annual review of business strategy, reflecting the different elements of service provision – Day, Supported Living, Designated Residential, New Directions and other.
- Ensure appropriate accounting procedures are in place for management of resident's accounts and personal monies in keeping with their capacity and personal arrangements. Ensure effective safeguards are in place in respect of resident's personal finances.

### **Residents and others who access support from the Community**

- To ensure work and engage with residents to shape and develop support that first and foremost meets and responds to their needs and aspirations.
- To work within an intentional living approach that fosters citizenship, access to advocacy and the pursuit of personal fulfillment for people supported.

### **Partnership Working and Networking**

- Develop appropriate relationships with the HSE, external partners and other agencies to promote collaboration, generate opportunities and support the future plans and possibilities for the Community.
- Provide required returns and business information to CCol and other partner agencies, including HIQA and HSE, in a timely manner.
- Work closely with your colleagues nationally to share learning, develop material and maintain the spirit of Camphill.
- Work and share with national Camphill communities to identify the key issues and learning that assist in development of CCol.
- To serve as the primary spokesperson and representative for the local Camphill Community.
- To be aware of the legal and regulatory duties and be fully familiar with Camphill's policy and procedure relating to this area of work ensuring that all duties and responsibilities are discharged in accordance with them.
- To attend meetings and training as required improving service delivery and further professional development.
- To support and promote best practice in record keeping throughout Camphill in line with Data Protection guidelines and legislation.
- To carry out other duties consistent with the post as may be required.

## **7 Health & Safety**

The Person in Charge will:

- 1 Be conscious of health and safety matters in the work place and in particular to comply with employees' obligations as set out in the Safety, Health and Welfare at Work Act, 2005 and to ensure that the procedures set out in the Safety Statement are implemented at all times.
- 2 Be competent in managing infection control throughout all areas of work and following appropriate SOP as required.
- 3 Be conversant with existing fire regulations and emergency procedures and participate in the implementation of same. Make people who use services aware, in so far as possible, of Fire Drill procedures.
- 4 Ensure equipment is properly operated and maintained.
- 5 Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.

## **8 Working Relationships**

The Person in Charge will have working relationships with the following:

- All staff in community
- National Operations Team
- All members of the Senior Management Team
- Quality and Safety Officer
- Relevant voluntary, statutory and private agencies including local HSE personnel
- HIQA inspectors
- Other agencies, as appropriate, for example, An Garda Síochána, TUSLA – Child and Family Agency

## **9 Personal Commitment, Motivation and Integrity**

- Demonstrate commitment and buy-in to the role and in leading lasting change in the quality of service delivered with a focus on improving the outcome for residents and day attendees
- Demonstrate high personal standards in terms of ethics, openness and probity and has a commitment to continued professional development.
- To bring a high degree of energy and commitment to the role – is resilient in the face of high demand levels and adversity.
- Manage own time in a focused and disciplined manner to ensure that the most important issues are addressed and continue to show a high level of determination and persistence in pursuing quality and safety activities and goals.
- Lead by example in terms of actions and personal commitment - demonstrates clarity of purpose, personal competence and credibility that gives confidence to others.
- Lead by example in the development of person-centred services.
- Undertake such other duties and responsibilities as may be assigned by the CEO and the Board of Camphill.

### **13. Flexibility**

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of residents within the Community. We offer a continuous care and welfare support, 365 days per year to the people who live in CCOI.

Employees are expected to have a high level of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post in the Community are likely to change with the ongoing needs and developments of the Community. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to them from time to time.

### **14 Confidentiality**

In the course of your employment you may have access to, or hear information concerning, the personal affairs of persons using our services and/or staff, or other Camphill Communities of Ireland business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, persons using our service or other Camphill Communities of Ireland business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**

## 15 Person Specification – Person in Charge

| Essential<br>Desirable | For<br>Short-<br>Listing | At<br>Interview |
|------------------------|--------------------------|-----------------|
|------------------------|--------------------------|-----------------|

### Qualifications

|   |   |   |  |
|---|---|---|--|
| A minimum of a Level 7 on the QQI Framework – BA in Social Care Studies, Social Care Management or equivalent relevant qualification in Health or Social Care | E | ✓ |  |
| Post graduate qualification ideally in Social Care Management or Management Qualification   | E | ✓ |  |

### Experience

|   |   |   |   |
|---|---|---|---|
| At least 3 years of senior supervisory/management experience at a similar level of responsibility including demonstrative experience strategic planning                     | E | ✓ | ✓ |
| At least 5 years' experience in the health/social care or voluntary sector  | E | ✓ | ✓ |
| Candidates must have the requisite knowledge and ability (including a high standard of suitability and management ability for the proper discharge of the duties of office) | E |   | ✓ |
| Excellent understanding of current policy and developments at national and sectoral level in relation to Social Care within disability services.                            | E |   | ✓ |
| Experience of successful initiation and delivery of projects  | E |   | ✓ |
| Worked effectively and creatively with a range of stakeholders  | E |   | ✓ |
| Experience of social enterprise and/or innovation   | D | ✓ | ✓ |
| Proven ability in maintaining an information system for the recording and retrieval of accurate information/records   | E |   | ✓ |
| Worked with vulnerable adults or children in an environment that promotes their rights, safety and well being   | E | ✓ | ✓ |

### Knowledge/skills

|  |   |   |   |
|--|---|---|---|
| Business planning and development, change management, monitoring and improving performance, report writing and presentations, budgeting and financial monitoring and control | E | ✓ | ✓ |
| Collaboration, consultation and involvement skills   | E |   | ✓ |
| Effective line management and people management skills   | E |   | ✓ |
| Project management skills  | E | ✓ | ✓ |
| Excellent working knowledge of HIQA Regulations and Standards and the relevant regulative framework  | E |   | ✓ |
| Through knowledge and understanding of safeguarding requirements including Trust in Care, and Children's First   | E |   | ✓ |

|   |   |   |   |
|---|---|---|---|
| Good knowledge of statutory guidelines and relevant legislation as they relate to post  | E |   | ✓ |
| Experience of implementing safeguarding policies and complaints procedures within disability and/or social care services and excellent knowledge of abuse protection measures and reporting | E |   | ✓ |
| Demonstrable experience of implementing a person-centred approach to Social Care provision  | E |   | ✓ |
| An understanding of the New Directions model of day support services, as developed by the HSE. A willingness to work in promoting this model within your role                               | E |   | ✓ |
| Demonstrable experience of implementing systematic approach to risk management to include prioritisation  | E |   | ✓ |
| Experience of interactions with regulatory authorities as regards compliance with requirements and/or registration of services  | D |   | ✓ |
| Experience of delivering services in compliance with service agreements made with HSE or equivalent funding bodies  | E |   | ✓ |
| Demonstrable experience of investigating safeguarding issues and complaints in line with national procedures  | E |   | ✓ |
| Demonstrable experience in an advocacy role and/or in promoting self-advocacy with service users  | E |   | ✓ |
| An understanding and demonstrative ability to contribute to the values and ethos of Camphill  | E |   | ✓ |
| Ability to write clear and legible reports  | E | ✓ | ✓ |
| Proficient IT skills relevant to the role, to include Microsoft Office Excel, Word, SharePoint, OneDrive & Teams.   |   |   |   |
| Excellent working knowledge of social care sector with substantial experience of negotiating with funding authorities   | D |   | ✓ |

## Attributes

|  |   |  |   |
|--|---|--|---|
| Excellent interpersonal skills: Approachable with friendly manner, active listening  | E |  | ✓ |
| Organisational sensitivity: able to perceive the impact and implications of changing external environment and internal changes on the organisation | E |  | ✓ |
| Leadership: able to collaborate with, motivate and influence others and direct them towards achieving objectives                                   | E |  | ✓ |
| Flexible and creative: able to modify approach and come up with innovative solutions to achieve objective  | E |  | ✓ |
| Enthusiasm, dynamism and creativity with resiliency and ability to work under pressure   | E |  | ✓ |
| Sound judgment and integrity: able to identify relevant information and make good decisions.   | E |  | ✓ |



|   |   |  |   |
|---|---|--|---|
| Planning and organisation: able to identify, plan and implement appropriate courses of action for self and others to accomplish an objective.   | E |  | ✓ |
| Delegation: able to use people and other resources available through effective allocation of decision-making authority and responsibility.  | E |  | ✓ |
| Understanding of and commitment to equal opportunities in service planning, delivery and employment   | E |  | ✓ |
| Candidates must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service | E |  | ✓ |
| High degree of confidentiality and duty of care   | E |  | ✓ |
| The ability to empathise with and treat others with dignity and respect.  | E |  | ✓ |

## Other

|   |   |  |                |
|---|---|--|----------------|
| An understanding of Camphill Communities of Ireland's Vision, Values and Mission  | D |  | ✓              |
| Experience within a Not-for-Profit / Charitable service providing organisation funded under Section 38/39.  | D |  | ✓              |
| Experience in service reform and innovation where the focus is on putting service user requirements at the heart of organisation plans and strategies | E |  | ✓              |
| All roles are subject to Garda Vetting and relevant Police check for any country of residence of over 6 months from age of 18                         | E |  | Post interview |
| Three post appropriate references   | E |  | Post interview |
| Commitment to flexible working  | E |  | ✓              |
| Available for some evening and weekend working  | E |  | ✓              |

**Signed for and on behalf of Camphill Community, Camphill Communities of Ireland**

**Signature of Authorised Signatory**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Name of Authorised Signatory**

\_\_\_\_\_

**I accept employment on the Job Description outlined in this contract**

**Signature of Employee**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Name of Employee**

\_\_\_\_\_

**Camphill Communities of Ireland is an Equal Opportunities Employer**

