

HATA CARE SERVICES

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| Job Title | Social Care Manager |
| Reporting To | Service Manager |
| Location | County Dublin |
| Terms and Conditions | <ul style="list-style-type: none"> • Full Time Role • The Salary for Social Care Manager's is offered on an incremental basis and based on a standard working week of 39 hours. • Salary Scale - €60,000 - €80,000 • Pension Plan. • The Successful candidate who is offered the role with Hata Care Services will only be eligible to take up post when the required references, reference checks, medical examinations and Garda Vetting have been completed to the satisfaction of the company. • Employee assistance program |
| Job Overview | <p>We are recruiting a Social Care Manager for our residential accommodation for separated children seeking protection. At Hata Care Services, we believe that all young people should have the opportunity to be supported in a safe environment when they arrive in Ireland. The values of respect, honesty, consultation, and individuality are promoted and where everyone's strengths are acknowledged and fostered. Hata Care Services seeks to develop healthy positive relationships with the residents, striving to build each individual's particular strengths whilst promoting healthy life skills and independent living practices.</p> <p>Hata Care Services works using The Welltree Model of Care which is informed by the National Outcome's Framework and the goal of this is that all young people are respected, protected and fulfilled, where their voices are heard, and they are supported to achieve the maximum of their potential now and in the future. The Welltree Model promotes and provides highly effective responses to meet the needs and address the risks that may be presented by traumatised young people. The approach respects each individual's gender, culture and beliefs and focuses on the development of healthy relationships which challenge and support young people without judging them. Personal accountability is accomplished through the provision of unconditional positive regard, honest and empathy. We have adapted the Welltree Model of Care for Hata Care Services, with the young people fully engaged in the model, and doing their own wellbeing assessments. It is incredible positive for them to see their Hope and Wellbeing increase.</p> |
| Key Responsibilities | <p>To lead a team that provides a safe, caring environment for resident young people with the primary aim of providing the young people a safe home.</p> <p>To do so up to a point to be determined by their age, need or development, whereby circumstances are such that it becomes more feasible to help prepare them to live independently or support with family reunification.</p> <p>This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future. Hata Care Services is an Equal Opportunities Employer</p> <p>Duties and Responsibilities</p> <p>Management:</p> <ul style="list-style-type: none"> • To promote, support and implement fully the Hata Care Services model of care. • To create and maintain a safe, caring, and stable environment for the young people placed in the centre |

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| | <ul style="list-style-type: none"> • To manage the centre in accordance with Hata Care Services policies, guidelines and protocols and with the regulations made by the Minister for Health and Children under the Child Care Act 1991 and other relevant legislation. • To ensure that Care and Placement Plans are in place, agreed, implemented and monitored regularly in respect of every young person placed in the centre. • To promote the rights and responsibilities of each young person in the centre. • To comply with Hata Care Services Admissions and Discharge Policy. • To participate in on-going planning and strategic development of Hata Care Services' services. • To ensure the appropriate use of resources within the centre. • To consult with young people placed in the centre, their families, centre staff and external stakeholders as appropriate. • To provide such reports, statistics to the Service Manager (or other specified person) as required. • To ensure that the maintenance and upkeep of the centre, its furniture, vehicle and equipment. • To adhere to Fire Safety Requirements as specified by the local fire safety authority and the Child and Family Agency Fire Safety Officer. • To ensure compliance in the unit with the provisions of the Health, Safety and Welfare at Work Act, (2005) and other relevant legislation. • To participate in the recruitment, selection and appointment of centre staff. • Such other duties as may be assigned from time to time by the Service Manager (or other specified person). • To engage in age-appropriate play and other activities with each child/young person within the centre as required. • To engage in physical intervention where this is in keeping with local policies and procedures as required. <p>Financial Management:</p> <ul style="list-style-type: none"> • To manage the budget for the centre, in compliance with approved budgetary procedures, and to ensure that optimum benefit is achieved from available resources. • To ensure that expenditure in the centre is controlled within agreed cash limits and in compliance with approved procedures. • To maintain such records as are required by Hata Care Services and to ensure that such records are at all times available for inspection by an authorised officer. • To ensure that appropriate financial information for the unit is provided to the Service Manager (or other specified person). <p>Staff Management:</p> <ul style="list-style-type: none"> • To manage and supervise staff in the centre. • To arrange the duty roster and manage the designated staff resources, ensuring that staff levels and skill mix are appropriate and within the resource allocation. • To identify in consultation with the Service Manager the training and development requirements for the centre. • To maintain staff records within guidelines laid down by Hata Care Services, the Child and Family Agency and the Department of Children and Youth Affairs. • To participate in relevant professional development and training programmes. • To attend and participate fully in professional supervision with the Service Manager. • To perform any other duties that may be assigned from time to time |
| Qualification and Experience | <ul style="list-style-type: none"> • Candidates must hold a minimum level 8 Social Care Degree. Candidates must also have 5 years' experience of working in a social care grade with children. <p>OR</p> |

- A level 7 Social Care Degree plus a relevant management qualification suitable for a health care or social care setting plus 5 years' experience of working in a social care grade in with children.
- OR
- A level 7 Degree in a related and relevant field and a relevant management qualification suitable for a health care or social care setting plus 5 years' experience working in a social care grade with Children plus have previously been the manager of a registered centre with the ACIMS within the past 3 years from the time of application. You must have held the post for a period of 24 or more of the preceding 36 months on the date of application.
- The requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of the position.
- Health - candidate for and any person holding this position must be fully competent and capable of undertaking the duties attached to same and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service
- Each candidate for and any person holding the position must be of good character
- Full, clean driving
- Flexibility will be a key component of this role

Professional Knowledge

- Childcare related Legislation, Regulation, Policy and Procedures
- National Standards for Children's Residential Centres
- Children First
- Child Development
- Care / Placement Planning
- Need / Risk Assessment Procedures
- Intervention Procedures
- Behaviour Management
- Human Resource Management
- Group Dynamics
- Staff Development
- Centre Management
- Staffing related Legislation, Regulation, Policy and Procedures
- Professional Supervision
- Aftercare Theory and Practice

Core Aptitudes

- Unconditional positive regard towards vulnerable young people
- Empathic skills
- Communication Skills
- Interpersonal Skills
- Motivation
- Innovation
- Proficient Computer Skills
- Inter-disciplinary Skills
- Decision Making Skills
- Problem Solving Skills
- Leadership Skills
- Financial Management Skills
- Policy / Procedure Development Skills
- Systems Development Skills
- Special Competencies

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| | <ul style="list-style-type: none">• Time Management Skills• Non-Judgemental Attitude• Interest / Enthusiasm• Ability to seek advice as required• Report writing / Record Keeping Skills | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Person Specification | <ul style="list-style-type: none">• Resilience, Positive Attitude & Openness to Change• Effective Communication & Working Relationships• Planning, Organising & Prioritising• Innovation, Creativity & Problem Solving• Values and ethos in line with the organisations• Excellent communication skills with proven ability to develop positive relationships with a variety of stakeholders• High level of critical reasoning ability (verbal, numerical and conceptual)• Demonstrated focus on achieving outcomes• Exercises independent and professional judgment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Scale | <div><div>Social Care Manager:</div><table><tr><td>Point 1</td><td>0-1 years</td><td>€60,000/ year</td></tr><tr><td>Point 2</td><td>1-2 years</td><td>€62,000/ year</td></tr><tr><td>Point 3</td><td>2-3 years</td><td>€64,000/ year</td></tr><tr><td>Point 4</td><td>3-4 years</td><td>€66,000/ year</td></tr><tr><td>Point 5</td><td>4-5 years</td><td>€68,000/ year</td></tr><tr><td>Point 6</td><td>5-6 years</td><td>€70,000/ year</td></tr><tr><td>Point 7</td><td>6-7 years</td><td>€72,000/ year</td></tr><tr><td>Point 8</td><td>7-8 years</td><td>€74,000/ year</td></tr><tr><td>Point 9</td><td>8-9 years</td><td>€76,000/ year</td></tr><tr><td>Point 10</td><td>10+ years</td><td>€78,000/ year</td></tr></table></div> | Point 1 | 0-1 years | €60,000/ year | Point 2 | 1-2 years | €62,000/ year | Point 3 | 2-3 years | €64,000/ year | Point 4 | 3-4 years | €66,000/ year | Point 5 | 4-5 years | €68,000/ year | Point 6 | 5-6 years | €70,000/ year | Point 7 | 6-7 years | €72,000/ year | Point 8 | 7-8 years | €74,000/ year | Point 9 | 8-9 years | €76,000/ year | Point 10 | 10+ years | €78,000/ year |
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