



JOB DESCRIPTION

Job Title:	Area Leader
Location:	Offaly
Reports To:	Area Director
Pay Scale:	Clinical Nurse Manager 2 or Social Care Manager 2

Job Summary

The Area Leader works closely with the Area Director, supporting frontline leaders. They provide guidance, mentorship, and training, while leading the frontline leaders in initiatives for improvement and as required by regulation and national policy. Their responsibility encompasses the support areas including residential, day and respite services within the Area.

The Muiriosa Foundation is a voluntary organisation and all staff members are required to work in accordance with the Ethos of the organisation as expressed in the Vision, Mission and Core Values.

Valuing Life; helping people build meaningful lifestyles

RESPONSIBILITIES

- To actively promote the ethos, mission, vision and values of Muiriosa Foundation and to be committed to promoting the voluntary aspect of the services.
 - To comply with all professional organisational policies and procedures and keep abreast with latest developments and research in the area of intellectual disability and nursing.
 - Support and guide Residential, Day and Respite Leaders providing leadership and mentorship.
 - Support the Area Director across a range of responsibilities within the Area including absenteeism and other performance matters.
 - Development of staff, via in-service training, orientation of new staff – ensuring induction programme is followed within the appropriate time scale.
 - Ensures personal contact is maintained with service users and their families.
 - Provide effective leadership, promote good communication
 - Within the Area – co-ordinate recruitment, manage the Annual Leave roster, ensure implementation of policies and procedures, oversee plans for continuous improvement within the area.
 - Participates as a member of the multidisciplinary team, complementing and co-ordinating the activities of the team, fostering good working relationships.
 - Maintain good relationships with individuals supported, staff, families.
 - Have detailed knowledge of the Regulatory requirements as set out by HIQA (Health Information & Quality Authority) and plays a key role in oversight and continuous improvement.
 - Hold the role of Person In Charge and to provide support and mentorship to a Person in Charge
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Additional Information

Thank you for taking the time to review the role of Area Leader with the Muiríosa Foundation.

This document provides additional information to candidates in relation to the role.

How do I apply for this post?

- Applications are online through the Muiríosa Foundation Website recruitment page Current Vacancies [Current Vacancies](#)
- You are requested to upload your CV, which should outline your education and career history and other relevant information which should include your mobile phone number.
- You will be asked to respond to a small number of questions on the online system.
- Only applications received before the closing date and time will be considered.
- Proposed interview dates will be indicated at a later stage.
- All contact with candidates will mainly be through email, therefore you must ensure that your email address is entered to the system correctly.

Selection Process

- Initially a shortlisting process will be undertaken, after which each candidate will be informed of the outcome.
- When a candidate is shortlisted they will be invited to interview.

Location

Offaly/Tipperary

Pay Scale

Department of Health Pay Scales apply to roles in the Muiríosa Foundation. This position will be remunerated appropriate to Qualification.

Thanking You, from the Muiríosa Foundation Recruitment Team.



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- Responsible to lead and manage Safeguarding and Trust in Care matters in the Area. Have a robust knowledge of all safeguarding policies and to implement these policies appropriately and promptly as required.
- May support staff who are subject to investigations or organise support.
- Promote independence and integration into the local community for individuals supported
- Lead the development and review person centred support plans and individual care plans with service users, family members and relevant colleagues

- Deputise for the Area Director during periods of leave as required
- To undertake any other duties relevant to the role, as requested by the Area Director.

POLICIES AND PROCEDURES:

1. Safeguard the individual against all types of abuse as detailed in the organisation's policies including: the Muiríosa Foundation **Trust in Care** Policy and Procedure, Policy & Procedure for **Safeguarding Vulnerable Adults** and the **Child Protection and Welfare** policy and procedure or any subsequent policies implemented.
2. Each person has a duty to take care of their own safety and health at work and that of their colleagues and service users. Refer to the Muiríosa Foundation **Safety Statement**. Be familiar with and adhere to the **Fire Regulations** in your area. Adhere to **Manual Handling Care Plans**.
3. Read and fully understand The Muiríosa Foundation Policy Documents and comply with these policies/procedures/guidelines. Be especially aware of the policy documents relating to Regulation 4, Schedule 5 of the Health Act and comply with same. (Available in each area and on the Muiríosa-Connect Intranet).
4. You are required to drive as part of your role and in doing so you must comply with the conditions of **Transport Policy** and **Safety Statement**. Report Driving sanctions – penalty points or endorsements on license to the Manager.
5. Report all incidents/accidents as required.

Quality:

To participate in/develop and manage service improvement initiatives to include standard setting, service monitoring, evaluations and audit.

Standards of Performance:

- A climate is maintained that maximises the individuals support of families, staff and management team is maintained.
- Punctuality and good attendance is maintained.
- Satisfactory standards of professionalism are adhered to.
- Promote at all times the importance of maintaining/establishing good links with family and the person's local community.
- Use service equipment made available to managers in the most cost effective manner.
- Any audits undertaken that their findings are addressed appropriately.

Limits of Authority

- Policy changes in relation to staff are issued from the Human Resources Department.
- Understand the limit of expenditure approval as per organisational policy and local arrangements.
- Approval must be sought prior to any communications to outside bodies:
 - Government Departments
 - Health Service Executive
 - Media/Electronic/Paper
 - Any other group not directly involved in the day to day management.

CONFIDENTIALITY:

In the course of your employment, you may have access to or hear information concerning personal details of residents and or staff or other organisation business. Such records and instructions of an authorised person on no account must 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 kept in safe custody when no longer required.

Refer to the Privacy Statement of the Muiríosa Foundation available on the Muiríosa Foundation Website: <https://www.muiriosa.ie/data-protection/>. Any suspected breach of confidentiality must be reported to the Information Officer.

Breaches of confidentiality are regarded as a serious offence and will lead to disciplinary action or may warrant dismissal.

This job description will be subject to review in light of changing circumstances to include any other duties and responsibilities as determined by Management.

January 2025