

## Job Description

**Job:** Children's Residential Team Lead

**Location:** Hazeldene Children's Residential Respite House, Barefield, Co Clare

**Contract Hours:** 39 Hours per week

**Contract Type:** Full Time Permanent Contract

**Reporting to:** Residential Respite Manager (PIC)

### Overall Purpose of the Post:

The Children's Residential Team Lead will be responsible for leading a dedicated team in delivering quality standards of care and support to children with physical and sensory support needs, ID and Autism in a person centered service. This will involve working with and being supported by management in obtaining (where required) and maintaining registration with the Health Information and Quality Authority. The post holder will work with the RRM (PIC) to direct services including the assessment, planning, delivery, evaluation of care to children and in providing support on person centred positive behavioural approaches to staff on the needs of individuals with complex behaviours of concern.

### Duties:

#### Professional/Clinical:

- Provide leadership, supervision and support to all staff in the delivery of support services
- Be responsible for the co-ordination, assessment, planning, implementation and review of support for children according to service standards and regulations.
- Provide leadership in the area of behaviours of concern.
- Lead and participate in teams as appropriate, communicating and working in co-operation with other team members.
- Collaborate with Children, families, carers and other staff in care planning.
- Monitor and evaluate the individual's response to interventions and review the plan of care accordingly in liaison with the multi-disciplinary teams, individual, family and /or carer as appropriate.
- Provide motivation and leadership to the staff team, which is conducive to good staff relations and work performance.
- Ensure that children and staff are treated with dignity and respect.
- Ensure the development and maintenance of practice standards, protocols and guidelines are consistent with the highest standards of care for children.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Participate in service audits as an integral part of the role.

- Operate within their professional Scope of Practice - seek advice and assistance from his/ her manager with any cases or issues that prove to be beyond the scope of his / her professional competence.
- Participate in rotational on call duties
- Demonstrate effective change management skills.

### **Health & Safety**

- Play a central role in maintaining a safe environment for children, staff and visitors e.g. by contributing to risk assessment and maintaining live risk register.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control & Medication Management.
- Observe, report and take appropriate action on any matter which may be detrimental to the child's care or wellbeing.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Guidance for the Assessment of Centres for Persons with Disabilities

### **Training & Development**

- Identify the training needs of staff as required.
- Support and champion the continuous up skilling of staff to ensure they are educated and empowered to take responsibility for routine clinical support tasks e.g. medication management
- Facilitate and deliver training as required.
- Monitor staff performance relating to the provision of support to children.
- Contribute to the development of strategies for the progression of respite and community support services to meet the identified and emerging needs of the children.

### **Personnel/ Administrative**

- Demonstrate skills of policy development and act as a leader with regard to implementation of Respite Service and Enable Ireland policies and procedures.
- Co-ordinate staff and ensure that duties, activities and programmes allocated to staff are carried out efficiently, ensuring that skill mix takes account of fluctuating workloads and ensuring maximisation of available resources.
- Develop and maintain the necessary care and administrative records and reporting arrangements/ contribute to quality assurance by assisting other departments with required data collection.

### **Skills / Competencies and/or Knowledge**

- Demonstrate the ability to promote professional relations and team work.
- Demonstrate the ability to provide staff supervision, training and development.
- Demonstrate experience in service management and quality assurance.
- Demonstrate capabilities for Leadership, Professionalism and Self-development.
- Demonstrate strong Communication skills.

- Demonstrate the ability to apply IT skills relevant to the role.
- Demonstrate resilience and composure.

### **Post Specific Requirement**

- The candidate will need to show relevant experience in Autism, physical and sensory and ID disability residential services.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include, but is not limited to, compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

### **Terms & Conditions:**

**Responsible to:** Residential Respite Manager (PIC)

**Probation:** A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.

**Salary:** The current salary scale for this post is €54,441 to €63,978 pro rata per annum.

This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations

**Annual leave:** Annual leave entitlement is 34 days pro rata per annum and proportionately less for less than 12 months service.

**Pension Scheme:** Enable Ireland operates a contributory pension scheme, which all staff may join following start date.

**Medical:** The successful candidate will be required to undergo a medical assessment.

### **Garda Clearance/**

**Police Clearance:** These will be required for all prospective employees/colleagues who will undertake relevant work or activities relating to children or vulnerable persons.

**Sick Pay:** All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows: Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and

half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period

**Redeployment:**

In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.

