

JOB DESCRIPTION

RESIDENTIAL LEADER

Job Title:	Residential Leader
Reports to:	Person in Charge & Head of Person Centred Wing
Qualification:	Social Care, Nursing or equivalent relevant Qualification.

JOB SUMMARY

The residential leader is responsible to support individual/s to experience a self-directed, connected, inclusive, meaningful and fulfilling life.

The residential leader must act at all times in the best interests of the individual and afford each person respect and dignity. The Muiríosa 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

DUTIES AND RESPONSIBILITIES:

- To actively promote the Ethos, mission, vision and values of the Muiríosa 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 learning disability.
- To lead the development and review of the Person Centred Support Plans/Care plans in conjunction with residents and house staff.
- Provide effective leadership, promote good communication and maintain good relationships with service users, staff, families and other relevant personnel working with the clients.
- To have a knowledge and understanding of HIQA standards and statutory requirements.
- As a person in charge (PIC) ensure that HIQA regulations are adhered to.
- Have a robust knowledge of the National Standards for Residential Services.
- Have a robust knowledge of the Health Care Act, 2007.
- Have a robust knowledge of the Statutory Instruments.
- To report any notifiable events in accordance to HIQA regulations
- Have responsibility for reporting restrictive practices and working in line with the ethos of the organisation in the reduction of restrictive practices.
- To participate in and undertake audits, as per organisational policy and HIQA regulations and to implement actions as identified from audits.
- To participate in and complete Performance Conversations, as per organisational policy.
- To identify any training requirements and to attend all statutory training provided by Muiríosa Foundation.
- To promote resident's independence and integration into the local community and research community based activities appropriate for the service users, bearing in mind any risks which may be involved.
- Risk will be balanced and managed taking cognisance of the dignity of the risk and benefit to the resident.
- Ensure that correct procedures and policies are complied with in the administration and storage of all drugs, medicines in use in the designated centres.
- To liaise and consult with members of the Multi-disciplinary team, attend case conferences as requested

- To monitor and evaluate resident's progress and to have a pro-active approach to highlighting and support changes for each person.
- To give regular reports to the line manager on the progress of all residents within your area of responsibility.
- Have a working knowledge of all areas of the residential and respite services in order to fully discharge on – call duties.
- To keep the line manager up to date on staff attendance, sickness and absenteeism identifying any concerns as they arise.
- To report to the line manager and seek advice in relation to general disciplinary matters.
- To ensure that incidents/accidents are reported to the line manager in accordance with current policies and procedures. To ensure incident and accident forms are completed accurately and promptly.
- To advise the line manager on the state of repair or décor of each house ensuring that the house and grounds are maintained to the highest standard and within budgetary constraints.
- Promote environmental awareness, encouraging residents and staff to use the environmental friendly products and avail of all re-cycling facilities which are available in the local community.
- To attend team meetings as required and to facilitate individual house meetings with staff teams.
- To ensure resident's meetings are facilitated and to ensure that service users have an appropriate forum to express their opinion and have their opinions listened to and acted upon appropriately.
- To support and encourage positive and effective communication within your area of responsibility.
- To ensure cleaning and health and safety policies are fully implemented.
- To adhere to and fully implement the services absenteeism standard and all other standards as issued.

SUPERVISORY DUTIES

- To work flexibly in meeting the needs of the Services.
- To manage and support staff and service users in the Community Residential Services
- To visit Community residences frequently and to ensure that resident's person centred support plans/care plans are adhered to and residents are involved in their personal goal planning.
- To inform the line manager of any illnesses, behaviours of concern or any other area of concern regarding any of the residents.
- To encourage families to maintain relationships with their family member and to support and enable them to and involved in planning and developing a vision for their family member.
- To support residents to attend their G.P, or other appointments as necessary.
- To work alongside residents and staff in the house in the delivery of a quality service. To complete regular shifts in residences to ensure a knowledge of service delivery and to ensure cost effectiveness.
- To participate in the on-call system for the community residences on a rota basis.
- Take responsibility for direct managing of a number of houses, and will have a good working knowledge of the other community houses.
- To perform any other duties that may be requested by the Area Director.

Confidentiality & Privacy

- Confidentiality in the course of employment is critical, employees will be expected to comply with the organisation's Privacy Statement, Data Protection Policy, and Records Management/Record Retention Policy, throughout the course of their work.
- Communication to outside bodies on behalf of the Muiríosa Foundation must be approved in advance by the Chief Executive Officer.

Employee Benefits

Employees of the Muiríosa Foundation can avail of a range of employee benefits, such as:

- **Health & Wellbeing:** We are committed to supporting our employees on their health and wellbeing journey by providing a range of courses aimed at supporting staff during their employment. We also have an Employee Assistance Programme (EAP) which is available 24/7 to our employees.
- **Training & Professional Development:** Extensive education and training courses are provided for all roles. We also have QQI accredited Education and Training available inhouse, and we support further education as relevant to roles.
- **Varied, meaningful work:** Working with the Muiríosa Foundation provides employees with the opportunity to be engaged in meaningful, varied work across different locations, where they can make a positive impact on the lives of others, both directly and indirectly.
- **Competitive Salary:** We offer salaries in line with Department of Health pay scales, including the awarding of annual incremental credit subject to satisfactory performance.
- **Public Sector Pension Scheme:** All new employees are automatically enrolled in the [Single Public Service Pension Scheme](#). Existing Public Sector employees can also transfer to the relevant pension scheme upon commencement.
- **Leave Benefits:** Paid Maternity, Paternity Leave and Parents Leave. Generous paid Annual Leave above statutory leave. Sick Leave Scheme with paid sick leave entitlements.
- **Health Insurance Group Schemes:** We have group schemes with some of the main health insurance providers in Ireland which offers reduced rates for eligible employees, and we facilitate monthly deductions from pay.
- **Cycle to Work Scheme:** Eligible employees can apply for the Government's Cycle to Work Scheme where we facilitate monthly deductions from pay.

Pay Scale

The Residential Leader will be remunerated appropriate to Qualification.

Appointments will be made in accordance with public sector pay provisions.

Muiríosa Foundation

The Muiríosa Foundation is a voluntary health organisation, providing services to people for almost 80 years. The Department of Health, through the HSE, publicly fund the operational cost of the service. We operate in locations across the midlands in counties Laois, Offaly, Westmeath, Meath, Longford, Kildare, Tipperary, and Kilkenny.

Since its foundation, the main growth of activities and services has been in the midland region with the provision of an extensive variety of services to people of all ages with an intellectual disability, but catering mainly for people at the moderate, severe/profound level of disability and/or autism. Muiríosa Foundation now employs approximately 1,500 staff, provides residential and day services to over 500 people and an advisory service to a further 300 people and their families. We have in recent years been working intentionally to promote a view of the person with an intellectual disability as a participating citizen in society, participation embedded within a broad range of roles and relationships.

Muiríosa Foundation Vision Statement:

Individuals living out a life which:

- Best reflects the individual's will and preference;
- Connects the individual to a rich network of relationships, with a nucleus of strong, committed, personal relationships at its core;
- Is inclusive and valued;

- Is meaningful and fulfilling.

We are seeking enthusiastic candidates who are eager to engage in meaningful work, with the opportunity to make a positive difference, directly or indirectly, in the lives of others.

More information on our values, mission and vision can be found [here](#).

Equality, Diversity & Inclusion

The Muiríosa Foundation is an Equal Opportunity Employer, and we welcome applications from candidates of all backgrounds. We appreciate the value that diversity brings, and we believe diversity creates a workforce truly reflective of the society we live in. We actively welcome applications from people from diverse backgrounds, in particular, underrepresented groups in our workforce.

If you have a disability and require accommodations to be made during the recruitment process, please let us know in advance and we would be happy to assist.

Data Protection

The Muiríosa Foundation will process any personal data provided by you in connection with an application for this role, in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at the Muiríosa Foundation, your personal data will continue to be processed in accordance with our Data Protection Policy and Privacy Statement.

This Job Description will be subject to review in the light of changing circumstances to include any other duties and responsibilities as determined by management.

October 2024