



JOB DESCRIPTION

Job Title: Leader in Day Services
Location: Offaly
Reports to: Area Director

Role Summary.

Under the direction of the Area Director, the Day Service Leader is responsible to support individuals to experience a self-directed, connected, inclusive, meaningful and fulfilling life and to lead and guide staff in this.

The Day Service 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.

1. Perform the range of duties as required to support service users to lead a meaningful life.
2. Ensure that each individual is listened to and that they are supported to voice their will and preference.
3. Comply with the expectations expressed by individual Service Users. In addition, refer to the expectations as expressed by service users in the Staff Code of Conduct, 'My House My Home' – 'My Plan My Life'.
4. Support and champion the Service User to experience a meaningful life.
5. Promote and facilitate an environment that meets the needs of the individual.
6. Promote and establish positive relationships with individuals, their families and staff. Liaise with families, staff in residential services, community bases and clinical support teams.
7. Oversight and participation in Person Centred Support planning, records and actions along with staff, those who use the service and their families.
8. Support service users to achieve their individual potential through developing positive relationships, real choices, increased participation, personal development, competence, genuine inclusion, and socially valued roles to enhance their quality of life.
9. Support service users to carry out activity, centred on their will and preference.
10. Ensure that service users are supported to carry out the full range of personal care to meet their needs, which may include assisting with preparation of meals and at mealtimes; assisting with personal care and intimate care needs.
11. Observe and report on the health and well-being of the service user. Take appropriate action to assist and report concerns to the Area Director – including written reports as required. In the event of incidents, accidents or sudden changes in the individual's condition, take remedial action as appropriate. Provide guidance to other staff members as relevant.
12. Ensure that documentation is completed as required in accordance with agreed policies and procedures, to include daily activities as required on the Care Plan (Written / System based).
13. Ensure necessary arrangements for attendance at appointments and follow up as required.

14. To ensure Risk Assessments are undertaken as part of person centred planning and supporting the service user in life choices. Risk will be balanced and managed taking cognisance of the dignity of the risk and benefit to the individual.
15. Provide effective leadership in regard of promoting good communication and facilitate good relationships between service users and their family.
16. To promote a pro-active approach to supporting individuals – this will entail seeking support from internal and external supports.
17. To promote individuals' independence and integration into the local community. To research community based activities that individuals may find beneficial bearing in mind any risks which may be involved.
18. Participate in the Region out of hours rota.
19. Carry out assessments and formulate proposals for school leavers.

Managing Staff and Resources.

1. Managing of all resources available to the location in an effective manner to the benefit of individuals supported.
2. Liaise and consult with members of the Multi-disciplinary team, attend case conferences as requested.
3. Facilitate team meetings and individual meetings for those attending the Day Services and the staff team.
4. Work alongside individuals and staff in the delivery of a quality service.
5. Perform any other duties that may be requested by the Area Director.
6. Actively support staff through the use of supervision meetings and undertaking Performance conversations.
7. Participate in ongoing learning. Attend training and education including mandatory training and training and education as required to enhance capacity to support service users. Identify the training requirements for you and your staff and to attend all statutory training provided by Muiríosa Foundation.
8. Ensure there is cover and be flexible in supporting linked day services.
9. Ensure there is an induction plan in place for new staff and volunteers and lead out the induction.
10. Provide required reports to the area director in a timely manner, while also ensuring that they are kept briefed on relevant issues.
11. Formulate and manage rosters.

Knowledge of Relevant Policies and Procedures.

1. Have an in-depth knowledge and understanding of National New Directions Standards and statutory requirements and ensure they are adhered to.
2. Have a robust knowledge of the Health Act, 2007
3. To be familiar with the Safety, Health and Welfare at Work Act, 2005, and to ensure that this Act is complied with at all times, with reference to the organisation Safety Statement, Safe Work Practice Guidelines, Reporting of Accidents and Incidents.
4. Carry out and record Fire Drills as required in line with organisational policy.
5. Administration of medication in accordance with the organisation Medication Management Policy.
6. Implement procedures/practices on a day-to-day basis to ensure that each individual is safe in his/her day support service. This includes safeguarding the individual against all types of abuse as detailed in the organisation's policies including: Trust in Care Policy & Procedure, Policy & Procedure for Adult Protection and Welfare and the Child Protection and Welfare policy and procedure or any subsequent national or local policies implemented. Refer safeguarding issues through appropriate lines as set out in the procedures.

7. Have local oversight of New Direction QA/EASI tool. Participate in and undertake audits, as per organisational policy and New Directions regulations and to implement actions as identified from audits. Participate in/develop and manage service improvement initiatives to include compliance with National Standards, service monitoring, evaluations and audit.
8. Keep abreast with the latest National Policies, pertinent to supporting individuals with an intellectual disability and other areas of relevance to the role.
9. Compliance with the Staff Code of Conduct.

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.
- New Directions action plans are reviewed regularly to ensure that they are appropriately implemented and maintained.
- 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 Boards
 - Media/Electronic/Paper
 - Any other group not directly involved in the day to day management.

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 Leader in Day Services will be remunerated on the Social Care Manager 1 HSE Payscale pay scale (June 2026) which is currently:

CNMI

CLINICAL NURSE MANAGER 1 (GENERAL)	1/8/26	8	57,780	58,828	60,306	61,810	63,305	64,809	66,484	68,046
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SCM1

SOCIAL CARE MANAGER 1	1/8/26	7	57,484	58,726	59,968	63,279	64,563	65,837	67,130
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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 reviewed in the light of changing circumstances to include any other duties and responsibilities as determined by Management