



Person in Charge Day Services Job Description

Person in Charge Job Specification & Terms and Conditions

Job Title, Grade Code	Person in Charge (Grade Code: 6024)
Remuneration	The salary scale for the post is: €54,289 €56,106 €58,026 €60,028 €62,167 01/06/26 Salary Scales are updated periodically and the most up to date versions can be found here: Pay scales
Campaign Reference	104431.
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	North Wicklow Day Service, Bray There is currently one permanent whole-time vacancy available. A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Lorraine Collins 086 065 4828
Details of Service	The successful candidate will be responsible for the day-to-day management of Cluster 7 the Autism Inclusive Low arousal location and Mild Follow on Towards independence.
Reporting Relationship	Senior Operations Manager
Key Working Relationships	Clients, Staff Team, PIC. Families, Multi-Disciplinary Team, QSPD Team, Social Work, HSE.
Purpose of the Post	The primary function of the Person in Charge is to implement the policies, aims and objectives of SHS into the locations that they are managing. The organisation is committed to the provision of services designed to cater for the individual preferences of clients. The provision of a quality of life and a supportive atmosphere for individuals which at all times acknowledges and respects the rights and equality and personal dignity of the individual and promotes their independence.
Principal Duties and Responsibilities	The following is a list of the principal duties and responsibilities involved, but is by no means exhaustive:



	• Responsible for the management of client care and the development of Individual Programmes of personal, vocational and social development for each client to ensure the highest quality and effective service delivery to the client subject to the overall direction and supervision of the Senior Operations Manager/Operations Manager. • Delegate appropriate responsibility and authority to the level of staff under his/her supervision and consistent with effective decision making whilst retaining overall responsibility and accountability for outcome. • Participate in assessing, planning, implementing and evaluating client care. • Liaise with the families of the services user and other agencies involved in service provision, as appropriate • Ensure that the regulation concerning the ordering, storage, control and administration and recording of medicines and controlled drugs are adhered to by all staff in accordance with company policy and relevant governing bodies. • Ensure that all documents & reports pertaining to client care is maintained to a high standard in compliance with company and relevant governing bodies. • Promote the ethos and culture of quality assurance within the area, identifying and establishing benchmarks to be used to measure standards. • Monitor & audit the delivery of care to establish that professional standards are being met, improved where possible and report serious problems that interfere with standards of client care to Senior Operations Manager/Operations Manager or other relevant personnel. • At all times act as client advocate dealing with and report any matters to the attention of the Senior Operations Manager/Operations Manager. • Knowledge of New Directions
Operational Management	• Responsible for the efficient, effective day to day management of the specified locations and the creation of an atmosphere conducive to the best interests of the client's subject to the overall direction and supervision of the Senior Operations Manager/Operations Manager. • To have an overall view of the workload, the experience and skill mix of staff and to allocate staff in a fair and equitable manner so as to ensure adequate cover to achieve continuity of care and a high standard of service delivery. • Implement a systematic method for the allocation of duties and responsibilities to all support staff in agreement with existing company policies. • Co-operate with the wider organisation structure in the management of all resources and the implementation of policies. • Manage all monetary resources efficiently and effectively within agreed budgets to ensure the continuous quality improvement within the location and service. Ensure that all commodities used in and around the locations are sensibly conserved by all Staff Members • Organise and plan and minute regular meetings with all staff reporting to the post holder to discuss outcomes of care delivery and take suggestions on how the service could be improved and ensure staff sign and agree minutes. • Participate & attend various working groups within SHS as necessary. • Ensure that all locations are safe working environments for all clients, staff and visitors. Ensure that all staff is familiar with and comply all relevant governing bodies and SHS policy and procedures. • Report, record and deal with, in conjunction with Seniors Services Manager and the HR Department, any incident, accident or untoward occurrence within the locations.



	• Ensure that all staff are aware of the procedure and responsibilities for completing incident report forms and statements and take all possible steps to safeguard the welfare and safety of service users, staff and visitors. • Lead and implement change, review and amend patterns of work as necessary to make the best use of human and other resources. • Be proactive in planning and re-locating clients to smaller houses and plan rosters for staff to cover these locations.
People Management	• Participate in the selection, induction, monitoring and review of staff members. Ensure specific location induction programmes and supervision of all new staff and staff who have transferred from other internal locations. • • Responsible for organising, developing and maintaining staff rosters and ensuring that roster details are input onto the Time Management System (TMS) in use by the organisation. Responsible for ensuring the regular clearing of staff anomalies and monthly payroll reports on the TMS system. • • Responsible for monitoring and managing staff's time and attendance and absenteeism. • • Responsible for ensuring own participation with TMS to ensure that own time and attendance and leave absence are accurately recorded. • • Exercise leadership to achieve high morale & staff motivation based on sound organisation, fair and clear relationships, good communication and personal accountability. • • Provide accurate objective reviews of employee's performance and development. Advise and counsel staff where appropriate. • • Address and manage all grievance and disciplinary matters and performance issues in accordance with company policy • • Promote good working relations with and between all grades of staff utilizing negotiation skills so as to avoid and/or positively resolve any conflicts. • • Reporting to the Senior Operations Manager/Operations Manager on a regular basis on the effective operation of each location • • Provide information and support for clients and relatives in a manner that is health promoting and person centred. • • Deal with any queries or problems presented by the client or their relatives and refer these to the Senior Operations Manager/Operations Manager as necessary. • • Maintain good relations with all colleagues to maintain continuity of service both within locations and the wider organisation environment •
Compliance Management	• Registered as Person in Charge (PIC) for all residential services that you manage.



Continuous Professional Development	• Responsible for the maintenance and development of own knowledge of relevant professional matters, particularly around intellectual disability, for the continuous improvement of professional standards in the location. • Maintain and improve professional knowledge and competence. Keep professionally updated in all areas of clinical expertise & practice. • Attend mandatory training days/ courses, on or off site, as and when required. • Supervise and instruct staff in all aspects of their work giving help and guidance where appropriate. • Responsible for ensuring all compulsory training of staff is current and up to date and staff are allocated sufficient times to carry out all training. Ensure that all new staff have received induction training prior to start and that all existing staff undertake a re-induction programme at least every 5 years. • Responsible for the provision of a supportive and effective learning environment providing maximum learning opportunities for all staff. • Participate in and assist with the identification, development and delivery of education, training and development programmes for all staff. • Record all staff training completed externally on the Time Management system
Education	• Participate in the identification, development and delivery of education, training and development programmes for all staff. Supervise and assess students undertaking work experience and foster a learning environment.
Communication	• Ensure staff are fully informed on all matters affecting day-to-day running of the services and that lines of communication are clear and implemented by all staff. • Foster good working relationships between colleagues and other staff by maintaining a high professional standard. Manage and promote effective communication and liaison between other locations and relevant service providers. Provide support and supportive supervision to all staff where appropriate. • All client's information, records and documentation should be kept up to date.
	• Administering Medication in line with company policy • Driving company vehicle and/or own vehicle • Participating in activities alongside client as detailed in their Personal Outcome goals • It is the duty of staff to report all concerns about the safety and well-being of all Clients as per section 3.2 of Trust in Care. • Any other duties as may be assigned from time to time by the Operations Manager/Senior Operations Manager The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.
Code of Practice	Sunbeam House Services will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code



	outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
Eligibility Criteria Qualifications and/ or experience	<u>1. Statutory Registration, Professional Qualifications, Experience etc.</u> <u>(a) Eligible applicants will be those who on the closing date for the campaign:</u> i. Hold Professional registration or be eligible for registration on Social Care Workers Register maintained by Social Care Workers Registration Board at CORU. See list of recognised Social Care qualifications at: https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/social-care-workers/ (see Note 2** below) OR (ii) Have a Schedule 3 qualification. See list of recognised Schedule 3 qualifications at: https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/approved-qualifications/schedule-3-qualifications/schedule-3-qualifications/ (see note 1&2 below*) OR iii. Have a comparable qualification recognised by Social Care workers Registration Board at CORU OR (iv) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005 (see note 3 below**), must submit provide proof of application for registration with the Social Care Workers Registration Board at CORU. The acceptable proof is correspondence from the Social Care Workers Registration Board at CORU confirming their application for registration. Section 91 applicant was received by 30th November 2025. OR iv. Provide proof of Statutory Registration on Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU <u>before a contract of Employment can be issued</u> AND (vi) A minimum of 3 years' experience relevant to the role AND (b) Candidates must have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of duties of the office



	<u>2. Annual Registration</u> i. On appointment practitioners must maintain annual registration on the Social Care Workers Register maintained by Social Care Workers Registration Board at CORU AND (ii) Practitioners must confirm annual registration with CORU to the HSE by way of The annual Patient Safety Assurance Certificate (PSAC) <u>3. Health</u> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. <u>4. Character</u> Each candidate for and any person holding the office must be of good character Note 1* Schedule 3 Qualifications. This is a qualification listed in Schedule 3 of the Health and Social Care Professions Act 2005 for existing practitioners under Section 91. Candidates who hold Schedule 3 qualifications can apply to register with CORU during the two year period after the register opens up to the 30th November 2025. Once the transitional period is over - 30th November 2025, only qualifications approved by the Registration Board will be considered. Note 2* If your qualifications are not listed within criterion (i) and (ii) please contact CORU socialcare.workers@coru.ie Note 3* Under the Health and Social Care Professionals Act 2005 candidates are considered Section 91 applicants if they qualified before 30th November 2023 and have been engaged in the practice of the profession in the Republic of Ireland for a <u>minimum of 2 years</u> (or an aggregate of 2 years fulltime), during the 5 year period prior to the Register opened on 30th November 2023.
Other requirements specific to the post	• Hold a full driving licence and have access to a car
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the A of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> •



Diversity, Equality and Inclusion	The Organisation is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all employees, clients and organisation contacts equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community. The Organisation believes that embracing equality and diversity in the workplace benefits not just the Organisation but also individual employees, departments and our clients. All our employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We want to utilise the widest range of skills, knowledge and experience in our Organisation while complying with legislation. As well as treating people with dignity and respect, the Organisation strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings promotes innovation and helps make us more creative and productive
--	---

Person in Charge

Terms and Conditions of Employment

Tenure	The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The Salary scale for the post is: €54,289 €56,106 €58,026 €60,028 €62,167 01/06/26 01/06/26 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Pension Scheme	This is a pensionable position with SHS. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Age	If an employee wishes to work past their 65th birthday they must notify HR and their manager with their retirement a minimum of 3 months before the date they wish to retire.



Probation	Every appointment of a person who is not already a permanent employee of SHS shall be subject to a probationary period of 6 months.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all SHS staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated SHS protocols for implementing and maintaining these standards as appropriate to the role.