



JOB DESCRIPTION

Job: CNM1
Location: Lavanagh House, Children's Respite Service, Curraheen, Co.Cork
Contract Hours: 37.5hrs per week
Contract Type: Temporary (specified purpose covering maternity leave)
Reporting to: Person in Charge

Lavanagh house Children's respite service provides services to children with disabilities in the Cork area in active partnership and in line with the needs and wishes of the child and family. Enable Ireland respite services are committed to working in partnership with service users and families in the planning, delivery and evaluation of all services. Lavanagh House provides planned short term respite care, both day and night, where children will be grouped together by age and interest. Our staffing levels compliment the health and social care needs of the children attending respite.

Overall Purpose of the Post:

The purpose of the role is to assist the manager to provide a safe, homely environment for children who are visiting Enable Ireland Respite House. To work with the service users through a person centred approach to meet their identified needs during their stay.

Duties

- The applicant will need to provide strong leadership in clinical practice and act as a resource and role model for clinical practice.
- Provide leadership, supervision and support to Nursing, Social Care and Support staff in the provision of clinical and care support services.
- Create an environment which is home like and which promotes each child's participation in terms of choice and decision making and in which each child is enabled to reach their highest level of independence.
- Be responsible for the co-ordination, assessment, planning, implementation and review of care for service users according to service standards and HIQA regulations.
- Act on behalf of the Manager as required.
- Maintain records in compliance with legislation and HIQA standards.
- Participate in clinical audit as an integral part of the role.
- Provide on call service as required.
- Provide relevant supervision to all staff.
- Ensure the implementation of agreed programmes of care for each child, ensuring that each individuals varying needs are met in ways which promote dignity and respect for the child.
- Assist the Respite Manager to ensure that special equipment is used appropriately and maintained.
- Identify and understand the health and medical needs of each child as required and ensure their needs are met appropriately.

- Provide healthy meals taking into account any special dietary requirements and requests.
- Staff will be expected to act as a role model and display appropriate sensitivity while working closely with families and service users.
- Provide support and or mentorship to staff and students
- Identify training needs and deliver training to nursing and non-nursing staff including but not exclusive to administration of medication and clinical skills.
- Provide clinical input and oversight to the respite services. Will act in a supportive role to the Person in Charge in meeting all compliancy requirements.
- While the PIC is on leave, the CNM1 will manage the service on a day to day basis.

Professional Development and Standards in the Service

- Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.
- Ensures that all records and technical data are up to date and available if required.
- Ensures strict compliance with health and safety standards and adheres to operational guidelines ensuring equipment is checked and working correctly in accordance with safety standards.
- Liaise with Health Care Professionals in the areas of Medical Care, to perform required nursing duties as appropriate.
- In partnership with parents/carers/team to act as facilitator to foster links with the child's educators.
- Ensure that the care and hygiene of treatment rooms, bathroom and toileting facilities are to the highest standards.
- Organise and support the management of transportation to enable children to access community activities.
- Demonstrate skills of policy development and act as a leader with regard to implementation of Respite Service and Enable Ireland policies and procedures.

Planning and Organising of Activities and Resources

- Plans and organises activities and necessary resources efficiently and effectively.
- Understands the importance of time management for themselves and in particular how this translates to organising their assigned caseload.
- Demonstrates the ability to arrange and schedule activities.
- Deals with unexpected scenarios with persistence and flexibility to ensure the achievement of goals.
- Maintains a disciplined and professional level of performance under sustained or situational pressure.
- Will be accountable for regular documentation of children's progress in their files.
- Contribute to the development of strategies for the progression of respite and community support services to meet the identified and emerging needs of the service users.

Integrity & Decision Making

- Holds an appropriate and effective set of professional values and beliefs and behaves in line with professional standards as set down by Enable Ireland and relevant professional bodies.
- Makes decisions in a well-judged and timely manner bringing all relevant information to bear.
- Uses logical analysis to break complex problems into their component parts.
- Promotes and consistently supports the demonstration and development of evidence based service delivery.

Service Delivery & Initiative

- Has the functional and technical knowledge and skills to make a credible contribution to the service.
 - Collaborate with the service user while working in partnership with the service user's parent/family/carer and all other relevant stakeholders to identify and achieve goals.
 - Strives to achieve quality results at all levels of the service in line with the European Foundation for Quality Management (EFQM) as adopted by Enable Ireland.
 - Takes initiatives to move the service forward and shows a willingness to try out new ideas under supervision that add service delivery value.
 - Is committed to achieving evidence based goals and the continuous improvement of the service.
 - Shows enthusiasm and a high level of motivation in completing projects.
- Identify the training needs of the Social Care/Nursing team and Support Staff

Building and Maintaining Working Relationships

- Forms strong positive working relationships across all areas of the service, builds on a common understanding.
- Demonstrates a supportive and reciprocating work style including strong empathy with service users and their families.
- Works appropriately with all stakeholders.

Team Working

- To work in collaboration with the other members of the respite team in the planning and delivery of services for children, in particular in the development of person centred planning.
- Attend and actively contribute to relevant clinical and professional and service meetings.
- Participate in training and developmental opportunities as identified and agreed.
- Support and contribute to research initiatives as required. □ Provide training to Nursing and non-Nursing staff.

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 him/her from time to time, and to contribute to the development of the post while in office.

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: Person in Charge or designate

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The company reserves the right to extend the probationary period on an exceptional basis if it is deemed that the extension would be in your interest. In any case, this will not exceed a period of 9 months. The probationary period may also be extended to facilitate statutory leave

Salary:	The current salary scale for this post is €54,537 to €64,669 pro rata per annum.
Annual leave:	Annual leave entitlement is 34/35/37 days pro rata per annum and proportionately less for less than 12 months service0
Pension scheme:	Enable Ireland operates a contributory pension scheme which all employees may join following their 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 staff who 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.