

DAUGHTERS OF CHARITY DISABILITY SUPPORT SERVICE

**JOB DESCRIPTION**

**JOB TITLE: LOCUM CONSULTANT PSYCHIATRIST**

**RESPONSIBLE TO: CEO**

**EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY DUBLIN SERVICE**

**FUNCTION**

1. Assist in developing and improving comprehensive mental health services in the Daughters of Charity Disability Support Services (Dublin).
2. Establish and maintain appropriate mental health care to persons assigned to his/her clinical responsibility from the Dublin Service of the Daughters of Charity.

**DUTIES**

1. The Consultant Psychiatrist shall provide mental health services within their professional expertise to all patients assigned to his/her clinical responsibility.
2. He/she will be required as part of the service mental health team:
	* to take an active part in the development of services for Adults with a moderate to profound ID, with a focus on mental health supports
	* to take an active part in the training and education of staff
	* to actively participate in the development of assessment services at the designated Dublin Services
	* to ensure mental health assessments are undertaken where appropriate
	* to act as clinical lead
	* to participate in relevant team meetings, case conferences and seminars
3. Advise on the organisation, operation, expansion, development and staffing for services carried on at various Dublin Centres and to attend or arrange any meetings (including staff meetings) to discuss policy and practice and to actively participate in the planning, roll out and delivery of the service’s patient focused mental health service.
4. To be responsible for clinical work at each of the units assigned to his/her responsibility. To carry out supervision and be responsible for the proper performance of all medical and allied professional staff
5. To actively promote contacts with doctors and medical specialists, educationalists and administrators in the area with a view to ensuring the best service for those attending.
6. To furnish professional advice and sign any certificates reasonably required by the service in any legal proceedings in which he may be involved in connection with the Services, and to attend any such proceedings when required.
7. To prepare and submit to the management such reports in respect of the functioning of services as shall be requested by the service and to submit such reports as are required by management.
8. To devote his/her best abilities and energies to the efficient performance, of his/her duties and not to absent himself/herself from these duties except in case of illness or with the previous consent of the Clinical Director or CEO.
9. To perform his/her duties in person and not to delegate or entrust the performance of these duties to any other person except with the permission of the Clinical Director and subject to such conditions as they see fit to impose.
10. To ensure that each person attending the service is treated with the utmost respect, as an individual with inviolable rights and ensure that their safety, comforts, needs and rights are given priority.
11. Participate in other duties that may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Services.

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| **Core Competencies** |
| **Quality Service*** Mentor and develop workforce to establish a high performing culture.
* Monitors, maintains and develops the quality of the service.
* Seeks opportunities and leads initiatives for improving services.
* Promotes a multi-disciplinary approach.
* Promotes a proficient and cost effective service.

**Planning & Organising*** Plans ahead with a vision for understanding the overall integration across different service areas and disciplines.
* Excellent awareness of how external factors impact on workforce planning.
* Develops strategic plans and objectives.
* Is aware of workload and pressures across teams and acts appropriately to promote maximum organisational effectiveness.
* Ensures both self and teams’ time is utilised to meet key organisational objectives

**Professionalism*** Is an advocate for the service by consistently projecting a professional image.
* Ensure a respectful representation of service/department.
* Act as a professional role model for others.
* Demonstrates and encourages a strong work ethic.
* Is transparent; acts with integrity and carries no hidden agendas.
* Espouses professional ethics and codes of practice.

**Continuous Learning & Development*** Leads continuous professional and personal development in support of vision /department/ team.
* Aware of critical roles central to the core service of the organisation and ensures successful delivery of these positions.
* Ensures ‘managers of the future’ are identified and developed.
* Provides and supports learning opportunities for others.
* Uses professional bodies to improve knowledge and resources.
* Presents at industry seminars/conferences when appropriate.

**Organisational Knowledge*** Anticipates and manages impact of political environment on service
* Understands how different service areas and disciplines align with overall service.
* Excellent knowledge of organisational culture, key stakeholders and internal dynamics.
* Understands and Influences national frameworks for the service.
* Keeps up to date on developing technologies and their likely impact.
* Balances available resources: implements a ‘value for money’ approach.

**Innovation & Creativity*** Fosters and develops an innovative and creative culture to meet organisational goals and objectives.
* Encourages and values new ideas, perceptions and suggestions.
* Ability to see future trends and changes in opportunities and anticipates appropriate courses of action.
* Works with internal & external resources, encouraging partnership on new ideas.
* Thinks laterally and is considered within the service as a good source of creativity for new ideas.
* Encourages diversity and inclusion in the creative process to generate highly innovative solutions.

**Leadership Potential** * Translates the overall strategic vision and goals and clarifies what is required from each department.
* Inspires commitment and passion in others to accomplish objectives.
* Influences others through evidence based reasoning aligned with strategic priorities.
* Challenges traditional assumptions and champions new initiatives.
* Decisive, can make unpopular decisions after consulting major stakeholders.
* Shows skills at negotiating when manging upwards in the organisation.
* Demonstrates a high level of self-belief and credibility in all interactions.
* Leads multiple teams/projects adapting leadership style to different situations and/or individuals in order to achieve optimum results
* Creates and fosters an environment where people are flexible and open to change.
* Keeps the wider service informed of health service developments.

**Problem Solving & Decision Making*** Thinks creatively and laterally in relation to the entire service.
* Processes diverse information and can make well informed decisions during times of uncertainty.
* Considers how full scope and impact of decisions effects the service financially.
* Anticipates Issues/opportunities and implements appropriate measures accordingly.
* Can examine complex information to identify root causes of problems issues.
* Breaks large problems down into smaller, more manageable sections.
* When providing solutions, is not restricted by convention.
* Facilitates groups or teams through problem-solving and creative-thinking processes leading to the development and implementation of new approaches, systems, structures and methods.

**Team work*** Create an environment where employees work collaboratively and effectively in a spirit of co-operation and mutual respect to maximise service delivery for service users.
* Embraces diversity and values a broad range of perspectives.
* Is inclusive of key stakeholders when making important decisions.
* Encourages consultation and collaboration across disciplines.

**Communication & Interpersonal Skills*** Takes a strategic approach to communicating across the organisation.
* Creates a culture of open communication to maintain a climate of trust and honesty.
* Adapts tone and pace of communications to reflect the needs of the individual and / or situation.
* Opens up communication channels through implementation of systems and processes.
* Establishes and maintains information networks across service.
* Adopts a range of communication techniques as appropriate to explain complex information.
* Skilfully mediates conflict situations creating win-win scenarios.
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