

## **Title and Position**

Steadfast House Disability Services Operational Manager.

## **Location of Post**

Carrickmacross Town Area. County Monaghan.

## **Details of Service**

One Residential Community based health and social care service.

One Residential Respite Community based health and social care service.

One Day Community based health and social care service, with three satellite units

## **Reporting Relationship.**

The post holder will report to the Board of Management of Steadfast House, with a distinct supervisory/accountable relationship with the chairperson of the board.

## **Purpose of the Post.**

1 The post holder will have direct responsibility for the Governance and Management for all three services and any future service developments. This will include Operational Budget Management Responsibility for all services.

2 The post holder will have responsibility for the design and implementation of governance systems across all three services.

3 The post holder will have a deep understanding of the National Disability Policies and legislation that influences these services with specific reference to

a The 2007 Health Act, and regulations and standards set out within the act and their relationship with the Health and Information Quality Authority (HIQA) inspection process.

b New Directions, and this policy's steering to the provision of Person-Centred services and supports that promote community inclusion and active citizenship.

c Standards for Better Healthcare.

d National Standards for the Prevention and Control of Health Care Associated Infections.

e Hygiene Standards.

4 The post holder will lead on all relevant agreed strategic planning for this service, in collaboration with the Board of Management and HSE.

5 The post holder will ensure equitable distribution of available resources throughout all services, acknowledging Service Users changing needs.

6 The post holder will work with the Board of Management and other internal relevant managers in conjunction with the HSE to identify long term strategic planning.

7 The post holder will be responsible for completing an appropriate training matrix, and with an assigned manager, ensuring that relevant training is provided, and appropriate records maintained.

## **Principle Roles and Responsibilities of Post Holder.**

### **1 Health and Safety**

a Develop, implement, and maintain Health and Safety strategies in accordance with the Health and Safety Act.

b Develop, implement, and maintain a working Risk Register in collaboration with other managers, staff and the Board of Management.

c Develop a management working approach to ensure that all staff have a working knowledge of the Health and Information Quality Authority standards as they apply to their role, e.g.

a Standards for better Health Care

b National Standards for the Prevention and Control of Healthcare Associated Infections.

c Hygiene standards protocols.

2 The post holder will complete the Self-Assessment Judgement Framework in all residential services in the timeframe as described by the HIQA, or as required,

3 The post holder will be responsible for ensuring that a Person Centred Planning process (that acknowledges current and changing needs of service users ) is implemented and maintained.

4 The post holder will ensure that Communication through all layers of the organization is clear and transparent.

5 The post holder will ensure that effective registers are collated and maintained e.g., Risk Register, Complaints Register, Safeguarding, and are presented to the Board of Management at agreed times

6 The post holder will act as spokesperson for Steadfast House services as agreed with the Board of Management.

## **Eligibility Criteria.**

### **Experience**

1 Minimum of 3 years' experience in senior management working in the area of Disability Services, or other related care areas.

2 Management experience in delivering on National Disability Policies, and the HIQA Regulatory process.

3 Management experience in team management and collaborative working.

## **Professional Knowledge.**

Working knowledge of National Disability Policies as pertinent to the job description.

Operational Management of themes identified in job description.

Can demonstrate effective planning and organizational skills.

Planning and managing organizational change.

### **Decision Making.**

Operational problem solving, engaging with other stakeholders to meet deadlines either internally or externally.

Leadership.

Demonstrate initiative when faced with unexpected or challenging events.

Demonstrate ability to communicate effectively, motivate and problem solve when faced with limited resource deficit.

Demonstrate inclusiveness with all grades of staff, by empowerment in challenging work environments.

Demonstrate teambuilding to drive excellence, and good working relationships.

This is a Full-Time Permanent position subject to Normal Probationary Performance Appraisals within the first year of employment.

Salary will be commensurate with experience - €70,000 for suitable candidate who meets the above criteria.

**Informal enquiries to** Malachy Marron 086/6475050

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