

Praxis Care Job Description

Position, Title & Grade:	Manager
Location:	Republic of Ireland
Reporting to:	Head of Operations
Function/Department:	Operations

Job Purpose/Summary:

The manager is central to ensuring that Praxis Care achieves its goal of providing quality care to the most vulnerable in our societies. Reporting to the Head of Operations the Project Manager will ensure the effective and efficient management and development of the service in line with Organisational strategy, ensuring regulatory, Organisational and contract compliance, whilst at all times promoting the Praxis Care values and brand through high quality support of the people we support.

Key Accountabilities:

- To ensure that all work within the service is user focused, co-produced and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice
- To oversee and contribute to the referral process, admission and review procedures whilst working in partnership with the relevant statutory agencies, the people we support., their families and others in co-producing and developing person centred programmes of care and support
- To monitor and support individuals towards increased independence and contribute to the review of each the person we support.in partnership with them and the multi-disciplinary/ agency teams
- To deal with issues of concern or complaints sensitively and appropriately, following policy and procedure
- To co-ordinate and contribute to the advertising of staff vacancies, selection, recruitment and induction of new staff in partnership with Support Services
- To provide an effective, quality driven leadership of all staff within the service, through regular supervision, effective communication, management of workloads, assessment and verification of staff undergoing career development qualifications and identification of development needs
- To personally contribute towards a positive, cohesive and therapeutic environment and to deal appropriately with matters relating to disciplinary, grievance, untoward incidents and complaints
- To develop good working relationships and actively promote community presence within the locality through positive representation of the Praxis Care brand
- To ensure efficient and effective administration procedures and systems are in place to comply with Praxis Care policy and Regulatory/ Legislative requirements to include rota planning, the storage and dispensing of medication
- To ensure that all reporting procedures are completed accurately and efficiently
- Complete annual reports on the evaluation of the service
- To be fully involved in preparation and control of the service budget as determined by senior management ensuring the service budget and financial procedures are adhered to and that all monies are correctly accounted for

- To maintain regular review and oversight of same on a monthly basis
- To maintain responsibility for the oversight of the people we support funds where appropriate
- To complete Health & Safety monthly monitoring reports and work in partnership with landlords, contractors, health and safety experts to ensure that all activities are carried out in a manner which is safe to everyone within service and in accordance with Regulatory/ Legislative requirements and Praxis Care policy
- To ensure that all H&S reports within the people we support homes are completed to ensure their safety

Requirements of the Role:

- You must be eligible to be registered with HIQA as Registered Manager to this service
- You must hold the relevant qualification for this role
- You will be required to participate in the organisation's performance management process
- You will be required to participate in an out of hours on-call service on a rota basis
- To adhere to and model the organisations values behaviours and competencies at all times
- To carry out duties of the role in accordance with Praxis rules, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Essential and Desirable Criteria:

	Direct/Internal	Indirect/External
Budget	• 0	0
Staff	• Support Staff within Service	• All operational staff within service responsibility
Liaison & Influence	• Support Workers • Team Leaders • People we support • Service Manager	• Health trusts and regulatory bodies • The people we support and their families • External suppliers

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	• 3 years' experience in supervisory or management role in a health and social care setting • 3rd Level qualification or QQI Level 6 in the	• Previous management experience within supported living and collaboration with Housing Associations • Experience of contracts management

	health and social care field	
Skills & Competencies	• Full valid driving licence and access to own vehicle <i>(If a disability precludes an individual from holding a driver's licence, it should be stated how they can meet the mobility requirement of the post)</i> • Capable in the use of IT software including Microsoft packages • Change Management • Excellent written and verbal communication skills • Highly proficient in the assessment of needs and delivery of support plans and risk assessments • Organisational skills	• Experience of working within Learning disabilities, mental health and autism
Attributes	• Available to work flexibly • Will be required to take part in 'Out of Hours' consultation • Motivated to drive continuous quality improvement and development of the service • Committed and passionate about delivering a person centred approach • Ability to plan and organise workload to achieve deadlines • Solution focused approach	

Decision Making Authority	Recommendation Types and Levels
• Ability to make medium level decisions regarding operation of service within predetermined parameters set with operational head of function	• Ability to recommend changes to working practices and to individual care plans to enhance and improve service delivery and quality of care provided