

PERSONNEL SPECIFICATION

Job Title:	Deputy Service Nurse Manager
Location:	Harold McCauley House
Council:	Council for Social Witness
Salary:	Deputy Home Manager – Nursing, Point ND1-ND5 (£45,000 to £47,000)
Hours:	39½ hours per week
Responsible to:	Service Nurse Manager

CRITERIA

1. QUALIFICATIONS AND KNOWLEDGE

Essential

- Degree, Diploma or other Nursing Qualification
- Currently registered with the NMC
- Knowledge and understanding of the current Regulations and Standards for the service, including the need for management and delivery of person-centred services
- Knowledge of current health and social services available for those with additional needs
- Computer skills for word processing and emailing
- The ability to carry out assessments, develop and implement care plans to meet the needs of residents

Desirable

- Experience in developing the skills of staff.
- Willingness to become a Facilitator for Dementia Training.
- Willingness to mentor students on placement in the Home
- Experience of using Microsoft Office

2. RELEVANT EXPERIENCE

Essential

- A minimum of 3 year's recent experience providing care to adults in a nursing home.
- Experience of ordering, receiving and administering medication
- Experience of liaising with RQIA
- A minimum of 2 years' experience of managing and supervising staff
- Experience of carrying out supervisions and appraisals

Desirable

- Experience in preparing staff rotas and time sheets
- Experience of managing budgets
- Experience of Quality Assurance Monitoring
- Experience of staff recruitment and selection

3. PERSONAL ATTRIBUTES**Essential**

- Good interpersonal skills relevant to working with older people or others receiving a social care service, family members, staff, external professional and other contacts
- Good written communication skills
- Good team worker and leader
- Well organised
- Adaptable and flexible in approach

4. PHYSICAL REQUIREMENTS**Essential**

- Health – such as to allow for reliable attendance and work proficiency (Reasonable adjustments will be made for those with a disability)
- Appearance must be acceptable to management within the working environment.

5. SPECIAL CIRCUMSTANCES**Essential**

- Must be willing to behave in a manner which respects the Christian ethos of the Presbyterian Church in Ireland.
- Available to work flexibly, including being on-call at night, week-ends as required Registered with, or able to register within 6 months, with the Nursing and Midwifery Council (NMC).
- Must be willing to adhere to NMC Code of Conduct and Practice
- Satisfactory Access NI check

Desirable

- Access to a car for work purposes
- Evidence of a personal Christian faith in practice and expression, normally with active membership of a Christian congregation.