Daffodil Care Services

SCHEDULE ONE

Regional Manager

Your primary functions and duties shall include but are not limited to:

a. To oversee all aspects of the operation and provision of a safe, therapeutic environment for young people, in line with the National Standards governing the provision of care in Children's Residential Centres, Daffodil Care's Policies and Procedures and in line with the centre's Statement of Purpose and Function.
b. To be responsible for and provide leadership to the management and centre teams within the region and be responsible for modelling and leading the development and promotion of professional social care and safety practice that delivers positive outcomes for young people and their families.
c. As a member of the Senior Management team, to collaborate with the Director of Services in the planning, development, and evaluation of each Centre within the designated region and to ensure that the best possible services are delivered.
d. To oversee the Centre's health and safety, programme developments, placement plans, budget management, and family liaison.
e. To role-model, promote and monitor equality and diversity practice in accordance with the requirements of relevant legislation and identified best practice, and which encourages accountability, and child-centredness.
f. To role model and monitor appropriate cultural sensitivity in all actions and dealings with staff, young people, and their families.
g. To support the Centre management and staff teams in managing, challenging, and promoting change to presenting challenging behaviour, and monitoring their response at a time of crisis.
h. To monitor and support the development of a comprehensive placement plan which is actioned, followed, and evaluated, ensuring that the needs of the young people are appropriately identified and addressed.
i. To prioritise young people's behaviour and risk according to intensity, need, and required follow-up and to be proactive in identifying, managing, mitigating, and escalating risks.
j. To ensure a high standard of administration and record keeping is in place and to monitor centre reports, Significant Event Notifications and all other material that leaves the service.
k. To respond to any concerns about young people's behaviour or any areas of concern in relation to other young people.
l. To oversee the Centre's response to all accidents, incidents, and complaints ensuring that they are dealt with professionally and in a timely fashion.
m. To communicate with and assist parents, families, and significant others and to be available to them to discuss any issues that may arise.
n. To ensure that all information relating to young people, their families, professional and colleagues, is treated in a thoroughly professional manner and that confidentiality is strictly maintained.
o. To ensure that the Centre team work collectively to deliver positive outcomes for young people and their families.
p. To provide mentoring and professional supervision to the Social Care Manager and indirectly to the social care teams, with particular emphasis on Placement Planning and professional development, which is regularly monitored and reviewed in supervision
q. To ensure new staff members are supported through an efficient and comprehensive induction process, including being fully conversant with all relevant policies and procedures.
r. To facilitate and respond to any concerns in relation to Social Care employees to include management of any grievance or disciplinary investigations.

SCHEDULE ONE

Regional Manager

s. To facilitate critical incident debriefing following critical incidents
t. To ensure compliance with all Health and Safety legislation and to ensure that all hazards are monitored, controlled, repaired, and documented.
u. To oversee training requirements and provide professional practice advice and feedback to achieve and maintain a learning environment.
v. To participate in the provision of On Call support.
w. To ensure that a 24-hour, 7 day a week service is provided, which may include working after hours, on weekends and public holidays and may include afterhours work.
x. To participate in and lead Team Meetings and Handovers and to represent Daffodil Care at meetings, seminars, and conferences.

Record Keeping

a. To oversee, monitor and provide feedback in relation to centre documentation, ensuring that all information is recorded in an accurate and concise manner.
b. Provide written reports on any aspect of the service as requested.

Financial

a. To oversee the management of the Centre's finances.

Other

a. To undertake training identified for professional development and to participate fully in regular supervision, debriefing, annual appraisals, and organisational meetings.
b. Promote positive working relationships with organisations such as Tusla, Gardai, schools, neighbours, and other similar agencies.
c. To be fully conversant with the Daffodil Care Policies and Procedures and the National Standards for Children's Residential Centre's and how both are applied in practice.
d. Any other duties which are deemed reasonable by the Director of Services, including emergencies.