



## ASHDALE CARE (IRELAND) LTD

### JOB DESCRIPTION

<b>POST:</b>	Home Manager
<b>LOCATION:</b>	Co Monaghan
<b>REPORTS TO:</b>	Regional Operations Manager
<b>ACCOUNTABLE TO:</b>	CEO

#### (1) JOB PURPOSE:

To manage the home in accordance with its Statement of Purpose and to ensure the maintenance of a safe and caring environment in accordance with relevant childcare legislation, national standards and Ashdale Care (Ireland) Policies and Procedures.

#### (2) KEY RESPONSIBILITIES:

- (i) To ensure that all care practices comply with relevant childcare legislation, National Standards for Children's Residential Centres and best practice.
- (ii) To actively promote, participate in and ensure the provision of high standards of physical care, hygiene and safety for all children resident in the Home.
- (iii) To manage the home so as to meet as far as possible the expressed needs of the individual children, and to promote positive outcomes for them.
- (iv) To participate in the pre-admission and admission processes to ensure that the placement needs of the child are fully identified and individual care plans in place to meet these needs.
- (v) To ensure that individual care plans are developed, implemented and monitored in accordance with agreed standards.
- (vi) To attend and contribute to planning meetings, statutory reviews, management team meetings and other meetings as required, representing the Home in a positive fashion and where necessary, acting as an advocate for the child and their family.
- (vii) To contribute to the development and maintenance of good working relationships with parents and other family members, social workers, teachers, doctors, and all other relevant professionals and agencies.
- (vii) To ensure that the young people's views and wishes are sought and acted upon where appropriate.

- (viii) To ensure that the Therapeutic Crisis Intervention (TCI) model and Person Centred Planning (PCP) model are fully integrated within the homes care practices and to monitor and evaluate their application.
- (ix) To ensure monthly summary reports/weekly reports on Children's placements are provided to the Social Worker.
- (x) To attend court and furnish the court with updated court reports.
- (xi) To ensure that regular statistics are provided in updating the census held on young in people
- (xii) To carry out regular audits of care standards and practices within the home and develop creative ways of engaging young people in this process.
- (xiii) To contribute to the development and implementation of governance systems within the company to ensure continuous improvement in the quality of service provided.
- (xi) To help create and develop links between the home and the local community.

**(3) STAFF MANAGEMENT:**

- (i) To provide leadership and guidance.
- (ii) To organize and manage staff on a day to day basis in order to maintain 24 hours staff cover and consistent care.
- (iii) To assist in the induction of new staff so that they can acquire an understanding of their role and responsibilities.
- (iv) To provide professional supervision to staff and participate in staff appraisal in accordance with Ashdale Care (Ireland) policies and procedures.
- (v) To ensure effective communication within the staff team regarding operational practice, including systematic handovers between relevant staff, accurate and detailed recording by all staff, and regular staff meetings.
- (vi) To assist and support staff with the production of written reports.
- (vii) To implement Ashdale Care (Ireland) human resource policies when required including participating in the staff selection process, appraisal process, management of absence etc.
- (viii) To promote a positive culture of learning and development within the staff team.
- (ix) To develop on an annual basis a team training and development plan based on an analysis of individual training needs, the needs of residents and any external factors.

**(4) MANAGEMENT OF FINANCES:**

- (i) To assist with budgetary control in terms of verifying monthly returns, mileage sheets and accounts for payment where required.
- (ii) To ensure that financial procedures re: children's allowances, pocket money, clothing etc are adhered to by staff within the home.
- (iii) To ensure petty cash policy is adhered to by staff within the home and the completion of monthly petty cash returns to the Financial Controller.

**(5) MANAGEMENT OF RESOURCES:**

- (i) To create a homely setting with which children can identify.
- (ii) To ensure the maintenance and promotion of a safe environment that complies with health and safety and other legal requirements.
- (iii) To ensure the outside of the building, the grounds, equipment, vehicles are maintained in good condition, encouraging staff and children to care for their surroundings and make best use of available resources.

**(6) PERSONAL:**

- (i) To promote high standards of child care practice.
- (ii) To take appropriate action to deal immediately with poor practice and to report to the Operations Manager when aware of such practice in any circumstances.
- (iii) To continually develop own professional knowledge and skills, by participating in supervision, attending courses and study days to develop and broaden awareness and skills in accordance with the Homes' staff development and training plan.
- (iv) To participate in a duty rota and undertake sleeping-in duties as required.
- (v) To supervise students where appropriate (subject to completion of practice teacher or similar training).

**This job description is not definitive or restrictive and should be regarded as providing guidelines within which the post holder will work. It will be subject to periodic review in order to ensure it continues to meet the future needs of Ashdale Care (Ireland) Ltd.**

***December 2019***