

## Job Description / Person Specification

## Person in Charge ( PiC )

## The Organization:

Camphill Communities of Ireland is a registered charity that is part of an international movement working with people with intellectual disabilities and other kinds of support needs. In Camphill residents share their home, spiritual and working lives with those who are motivated to meet others as individuals needing support and recognition for who they are, and not as carer and cared for in the conventional sense.

## Role Title: Person in Charge

## Reports to: Regional Manager

Salary : Salary will be commensurate with qualifications and experience

Location: Head office in Dunshane, County Kildare, attendance at other locations as appropriate.

Duration: Fulltime.

Closing date: 18th January, 2019

How to apply: Please forward completed application form to: **kate.obrien@Camphill.ie**

# Main purpose of the role

To uphold Camphill’s Community ethos and values in the role of principle person responsible for the day to day management of the Community. Ensuring the Community provides residential and person centred support where individuals supported by the Community enjoy an environment that is safe and provides an excellent quality of life where individuals achieve their ambitions.

Working with coworkers, employees and volunteers to develop and plan all aspects of the service that promote quality for both services users and coworkers meeting Health Information & Quality Authority standards.

Providing leadership to the Community and line management to those working within the Community. Ensuring the Community operates effectively and sustainably, building on Camphill’s ethos to offer an inspiring model of social enterprise and community building involving disabled adults.

# Key accountabilities and duties

**Governance and Leadership**

• Report regularly to the National Council and to the Local Committee on the functioning of, and developments, within the Community.

• Provide strategic advice and guidance to the National Council and registered Provider in respect of the Community’s business.

• Make proposals to the National Council and registered Provider for the future direction and development of the Community having consulted and involved the local committee, residents, families and co-workers appropriately.

• Provide leadership to the Community and line management to those working within the management group ensuring they have the skills, knowledge, resources and motivation to fulfil their responsibilities and are able to similarly manage and support members of their work group.

• Direct and control the work and resources of the Community collaboratively in accordance with the business plan/Budget and agreed policies and procedures of the Community.

• Ensure the Community maintains excellent working relationships with the HSE and the requirements of its Service Level Agreement. That it complies with HIQA standards and reporting requirements. That it demonstrates continuous improvement through review and audit.

**Operational Management**

• Be accountable for the overall provision of service, work collaboratively and ensure coworkers, employees and volunteers are fully supported to carry out their responsibilities.

• Ensure the highest quality service is delivered in a way that is aligned to Camphill’s ethos and values ensuring the Community has appropriate and up to date policies and procedures in place to meet regulatory requirements.

• Effectively manage change; develop, implement and review business plans annually following consultation with coworkers, residents and the Local Committee.

• Ensure there is effective record-keeping, monitoring, reviewing and reporting in order to support the effective and orderly functioning of the Community and fulfil the reporting requirements of funders, regulators, and the National Council.

• Have overall responsibility for the management of risk throughout the Community ensuring health and safety standards are met at all times. Ensure the Community provides a safe, secure, and good quality of life for those living and supported by the Community.

• Ensure the Community investigates and responds to complaints, including adult and child protection concerns, in line with organisational policies and procedures.

• Ensure a high quality of life for individuals in the community, clarity of goals and aims through good quality assessments, person centred (personal) plans, health promotion, reviews, support plans (care plans) and personal risk assessments as appropriate.

• Enable and support residents to have choice and control in their lives, develop citizenship and maintain relationships with friends and families including accessing advocates and other professional support as maybe appropriate.

• Have an excellent knowledge of ‘Trust in Care’ and Adult Protection issues and Children First.

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**Staffing**

• Ensure there is clear communication with coworkers, employees and volunteers and there are appropriate and effective systems in place for engagement and consultation within the Community.

• Ensure the staffing levels and skills mix meet the dependency needs of residents and other persons supported and ensure coworker/employee rotas are in place.

• To identify and address training needs within the community with the Management Group.

• Take part in the on call system and provide cover when required.

• Review staffing levels and skills mix regularly and change them as and when necessary to meet the assessed needs of each particular resident.

• Ensure staffing levels are driven primarily by the need to achieve optimal health and quality of life outcomes for residents.

• Ensure recruitment and management of coworkers is in line with legislative and good practice requirements and follows current Camphill policy and procedures.

• Ensure all coworkers, employees and volunteers receive regular supervision and annual appraisal.

**Financial Stewardship**

• Ensure appropriate accounting procedures and controls are in place and followed.

• Responsibility for preparation and agreement of the annual budget ensuring budgetary targets are met, revenue flows maximised and costs appropriately controlled.

• Work with the Finance Committee in developing annual budgets that support operating plans and keep the National Council appropriately informed of the organisation’s financial position.

• Prudently manage the organisation's resources within budgetary guidelines according to current laws, regulations and directions from the National Council.

• Support the on-going financial viability of the Community through the annual review of business strategy.

**Residents and others who access support from the Community**

• To engage with residents to shape and develop support that first and foremost meets and responds to their needs and aspirations.

• To work within an intentional living environment that fosters citizenship, access to advocacy and the pursuit of happiness.

**Partnership Working and Networking**

• Develop appropriate relationships with the HSE, parent bodies, external partners and other agencies to promote collaboration, generate opportunities and support the future plans and possibilities for the Community.

• Provide required returns and business information to CCoI and other partner agencies, including HIQA and HSE, in a timely manner.

• Work closely with your colleagues nationally to share learning, develop material and maintain the spirit of Camphill.

• Work and share with other Camphill communities to identify the key issues and learning that assist in development of CCoI.

• To serve as the primary spokesperson and representative for the local Camphill Community.

• To be aware of the legal and regulatory duties and be fully familiar with Camphill’s policy and procedures relating to this area of work ensuring that all duties and responsibilities are discharged in accordance with them.

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• To attend meetings and training as required to improve service delivery and further professional development.

• To support and promote best practice in record keeping throughout Camphill in line with Data Protection guidelines and legislation.

• To carry out other duties consistent with the post as may be required.

**Reporting structure:**

The Community Social Care Manager/PiC is responsible to Community members at large and reports to the Regional Manager in the first instance and in line with Camphill’s structures, s/he will also report to the Local Committee and the National Council on a regular basis.