

## Person in Charge (PIC)/Service Manager

### JOB DESCRIPTION

**Job Title:** Person in Charge/Service Manager, Enable Ireland Adult Respite Service  
**Status:** Permanent, Full Time Contract  
**Location:** Rathmore House, Green Road, Coolroe Great, Arklow, Co Wicklow  
**Reporting to:** Adult Services Manager

#### Overall Purpose of the Post.

The Person in Charge (PIC) will be responsible for the overall management of Enable Ireland Respite Services for adults currently based at Rathmore House outside Arklow. This includes responsibility for the management of staff and providing the highest standards of respite and residential care to our Service Users.

The post holder will be responsible for ensuring compliance with HIQA standards and implementation of Enable Ireland policies and procedures supporting best care and practice in disability services.

#### Key Working Relationships.

Enable Ireland delivers services using the Social Model of Disabilities. Enable Ireland has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders include service users and their families and colleagues within Enable and in HSE and other agencies.

#### Key Duties and Responsibilities.

The Person in Charge will:

- Be responsible for the effective governance, operational management and administration of the service.
- Ensure that quality , safe, respite services are delivered to service users
- Ensure that all service user breaks are delivered in line with need
- Develop, implement and maintain an actual and planned staff roster ensuring and clearly showing staff on duty during the day and night.
- Ensure all relevant records and documentation are kept appropriately and up to date in relation to service users and staff in particular ensuring compliance with record keeping in line with legislation and HIQA requirements.
- Facilitate and deliver appropriate training for staff as required, including refresher training as part of a continuous professional development programme.
- Provide appropriate supervision and performance management for staff.
- Provide strong leadership to the team and develop and support a strong culture of

quality and safety in service delivery.

- Support and facilitate service developments and initiatives to ensure that the service can respond to changing needs of both service users and funders.
- Ensure that the centre is compliant with all standards as laid down by HIQA and be responsible for maintaining HIQA registration.
- Be responsible for managing resources within the centre including managing associated budgets for staffing, overheads etc.
- Be prepared to act as Designated Officer when required.
- Ensure compliance with all requirements under the Health Act 2007 relating to the duties of PIC.
- Be responsible for ensuring all relevant registrations and qualification requirements are maintained for their tenure.
- Be responsible for all aspects of Health and Safety of service users and staff and compliance with Health and Safety legislation.
- Keep up to date with any changes in legislation including but not limited to the Health Sector, Disability Sector, Health & Safety etc.

#### **Terms & Conditions:**

- Responsible to:** Adult Services Manager.
- Contract:** Permanent full time role, working 39 hours per week.
- Probation:** A probationary period of six (as relevant to post status) applies to this post.
- Salary:** The current salary for this post is €47,089 - €55,852 payable monthly in arrears via Paypath. This is a 9 point scale; entry point on scale is dependent upon experience.
- Annual leave:** 34 days per annum for a full time post, and *pro-rata* for part time posts. This may increase in line with experience (as per INMO guidelines on annual leave).
- Pension Scheme:** Enable Ireland operates a contributory pension scheme which all members of employees may join on earlier of 1st July or 1st January following start date.
- VHI:** Enable Ireland operates a group VHI scheme which you may join.
- Medical:** The successful candidate will be required to undergo a medical assessment.
- Garda Clearance/  
Police Clearance:** These will be required for all prospective employees who will Undertake relevant work or activities relating to children or vulnerable persons.
- Sick Pay:** All periods of sickness exceeding two days must be medically certified with a maximum of six uncertified days in any 12-month period. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months' continuous sick leave. Upon completion of 9 months' continuous service with the Company sick pay will be as follows:

Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period.