  Social Care Leader (Programme Co-Ordinator)

Ceannaire an Chúraim Shóisialta

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Social Care Leader (Programme Co-Ordinator Disability Day Services) Ceannaire an Chúraim Shóisialta  Grade Code 3030 |
| **Campaign Reference** | SLSC2507 |
| **Closing Date** | Tuesday 6th May 2025 @10:00Am |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one wholetime post available in CI Connect and one specified purpose position in Ballytivnan Training Centre Sligo.  A panel may be formed as a result of this campaign for Social Care Leader (Programme Co-Ordinator) for **South Donegal, Sligo, Leitrim & West Cavan** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name**: Winnie Connolly  **Email**: Winnie.connolly@hse.ie  **Phone**: +353860471644 |
| **Details of Service** | Sligo Community Inclusion Training Services (SCITS) provide day services and supports for adults with intellectual disabilities across Sligo Town.  The Programme Coordinator will support the process of implementation of New Directions Standards. The Coordinator will ensure that the core values of person-centeredness, community inclusion, active citizenship and high quality service provision are implemented and prioritised in the delivery of SCITS’s programmes and supports  The Programme Coordinator will work as part of the SCITS Governance structures to ensure the safe and effective running of the service and will support the self-assessment and continuous quality improvement processes being implemented through the EASI Tool. |
| **Reporting Relationship** | The post holder will report to the Grade 7 Day Service Manager |
| **Purpose of the Post** | To manage and co-ordinate the delivery of day services, to support the implementation of New Directions standards across the seven themes:   * Individualised Services & Supports * Effective Services & Supports * Safe Services & Supports * Leadership Governance & Management * Responsive Workforce * Use of Resources * Use of Information |
| **Principal Duties and Responsibilities** | **Management/Administration**   * Lead out in Implementation of the EASI Tool process within the specified location. * Take a lead role in the implementation of New Directions/New Direction standards within the service * Liaise with the Management Team and Coordinators in other locations to develop programmes for the delivery of modules in line with new directions * Engage in the continuous quality improvement approach to the review of documentation and ensure that files are maintained in line with HSE and legal requirements * Develop and maintain the overall programme plan with detailed activities, including planned completion dates, milestones, quality review processes etc. and present to senior management team as requested. * Engagement with key stakeholders to ensure a full understanding of the programme objectives and desired outcomes * Liaise with staff, Day services manager, service users and other supports as appropriate to ensure the effective and efficient day to day operation of the service * Work closely with other Centres within SCITS to ensure a standardised and co-ordinated approach in service delivery, including paperwork, policies, procedures, programmes * Update the service user timetable in consultation with the day service manager and based on the views of the service users through the PCP process * Lead out on the review of existing PCP processes and support the implementation of the new PCP Framework in SCITS * Liaise with families / support networks of service users on an on-going basis. * Ensure that HSE databases are populated and maintained to a high standard * Work closely with the service user and key worker in the development and implementation of their PCP and associated goals * Ensure that the safeguarding policy is implemented and that the database is maintained. * Engage with and implement feedback processes and mechanisms for all key stakeholders in conjunction with service management * Lead out on the development and implementation of behaviour support plans for service users * Maintain the training database to ensure that staff training is up to date.      * Co-ordinate the delivery of interventions and supports required to prepare and enable individuals to maximise their potential to participate fully in community life. This may include the delivery of training programmes/activities based on needs identified through the person centred planning process. * Develop and deliver the service in line with HSE Social Care Policy and complete service plan reports, KPI’s, and other national reporting templates as requested. * Provide line management/supervisory role for staff as assigned. * Delegate appropriate responsibility to staff consistent with effective decision making, retaining overall responsibility and accountability for results. * Work as part of a Service Team and carry out work on other tasks/activities as required/directed by the Grade 7 Day Services Manager. * To take a lead role in the area of quality, safety and risk, with particular reference to HSE Risk Management Policies.   **Change Management**   * Promote and participate in the implementation of change * Encourage and support staff through change process * To manage the delivery of programmes which support the transition of service users from centre based services/supports to person centred supports in the community. * Support the implementation of quality improvement plans to ensure high quality service provision in line with policy and best practice * Manage the day to day operation of the developing service which will include delivering in line with HSE policies and procedures, national quality standards, working within defined budgets and the opportunity to deliver an innovative service which will enhance the lives of people with disabilities and the community in which they live. * Develop effective communication with all elements of local community infrastructure- schools, retailers, industry, transport, leisure facilities, local health and social care providers, youth and sports organisations, community networks and umbrella bodies etc.; to promote and secure their support in providing services to people with disabilities. * Co-ordinate the development and delivery of awareness raising initiatives and projects to enable local community organisations to provide support and services to people with disabilities. * Co-ordinate the development of alternatives to the traditional model of day service using a person centred approach and ensure that support is provided to individuals in considering their need for daytime activity and deciding how best to meet those needs through accessing the resources in the community. * Create an environment which will embrace a person centred culture within the developing service, one which ensures that the balance of power lies with the individual and one which welcomes families, carers and other people significant to the individual to participate in their support plans.   **Standards, Regulations, Policies, Procedures & Legislation**   * Ensure clear transparent policies and procedures are in place for HSE staff and service users * Build knowledge, understanding and ownership of the quality requirements of New Directions Interim Standards. * Comply with policies and procedures as laid down by the HSE. * Participate in professional development and attendance at in-service events, training courses, conferences as deemed appropriate by the Management Team * Have a working knowledge of the PCP Framework * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. Professional Qualifications, Experience, etc  (a) Eligible applicants will be those who on the closing date for the competition:    (i) Hold professional registration, or be eligible for registration, on the Social Care Workers Register maintained by the Social Care Workers Registration Board  at CORU.  See list of recognised Social Care qualifications at:  <https://coru.ie/health-and-social-care-professionals/education/approvedqualifications/social-care-workers/>  (see note 2 below\*)  OR  (ii) Have a Schedule 3 qualification.  See list of recognised Schedule 3 qualifications at:  [https://coru.ie/health-and-social-care- professionals/registration/registrationrequirements/approved-qualifications/schedule-3-qualifications/schedule-3-qualifications.html](https://coru.ie/health-and-social-care-%20%20%20%20%20%20%20%20professionals/registration/registrationrequirements/approved-qualifications/schedule-3-qualifications/schedule-3-qualifications.html)  (see note 1 & 2 below\*)  OR  (iii) Have a comparable qualification recognised by the Social Care Workers  Registration Board at CORU.  OR  (iv) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (See note 3 below\*), must submit proof of application for registration with the Social Care Workers Registration Board at CORU. The acceptable proof is correspondence from the Social Care Workers Registration Board at CORU confirming their application for registration as a section 91 applicant was received by the 30th November 2024.  OR  (vi) A minimum of 3 years’ experience as relevant to the role.  AND  (b) Candidates must have the requisite knowledge and ability, (including a high  standard of suitability and management ability) for the proper discharge of the  duties of the office.  2. Annual Registration  (i) On appointment practitioners must maintain annual registration on the  Social Care Workers Register maintained by the Social Care Workers  Registration Board at CORU.  AND  (ii) Practitioners must confirm annual registration with CORU to the HSE by  way of the annual Patient Safety Assurance Certificate (PSAC).  3. Health  A candidate for and any person holding the office must be fully competent and  capable of undertaking the duties attached to the office and be in a state of health  such as would indicate a reasonable prospect of ability to render regular and  efficient service.  4. Character  Each candidate for and any person holding the office must be of good character.  Note 1\* Schedule 3 Qualifications. This is a qualification listed in Schedule 3 of the Health and Social Care Professions Act 2005 for existing practitioners under section 91. Candidates who hold Schedule 3 qualifications can apply to register with CORU during the two year period after the register opens up to the 30th November 2025. Once the transitional period is over -30th November 2025, only qualifications approved by the Registration Board will be considered.  Note 2\* If your qualifications are not listed within criterion (i) and (ii) please contact CORU [socialcare.workers@coru.ie](mailto:socialcare.workers@coru.ie).  Note 3\* Under the Health and Social Care Professional Act 2005 candidates are considered Section 91 applicants if they qualified before 30th November 2023 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years (or an aggregate of 2 years fulltime), during the 5 year period prior to the register opened on 30th November 2023. |
| **Post Specific Requirements** | Disability Services in CHO1 are HSE provided and focus on service delivery to young people i.e. school leavers and adults, therefore equivalent experience working in this environment will be given equal consideration to that gained in children’s services.  Whilst the posts are not clinical in nature, applicants with a background in Nursing, Health & Social Care professionals and related qualifications at QQI Level 7 minimum will be deemed to possess an equivalent qualification for the purposes of eligibility.  Applicants should demonstrate depth and breadth of experience of supporting people with disabilities to realise their full potential, and of leading a team to deliver this objective as relevant to the role. |
| **Other requirements specific to the post** | * Access to own transport as the post may/will involve travel |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***  **Professional Knowledge & Experience**  *Demonstrate*:   * Knowledge and understanding of the HSE’s New Directions policy for the provision of day services to Adults with disabilities * Knowledge and understanding of the HSE’s Interim Standards to support the delivery of New Directions * A working knowledge of opportunities for people with disabilities and an understanding of the implications for the service user and family. * Knowledge and experience of programme implementation and delivery. * Knowledge of person centred planning, as relevant to the role.   Could this be changed to:  *Knowledge and understanding of the HSE’s Person Centred Planning Framework to ensure a person centred approach in all aspects of service delivery*   * Knowledge of legislation pertaining to people with disabilities. * Knowledge of health service structures and social care services as relevant to the role * Competency in the use of MS Office to include, Word, Excel and Power Point   **Communication & Interpersonal Skills**  *Demonstrate:*   * Effective communication skills to allow him/her to deliver complex information clearly, concisely and confidently * Effective written communication skills including presentation skills     **Planning & Organising and Delivery of Results**  *Demonstrate:*   * The ability to successfully manage a range of different priorities and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines * The ability to proactively identify areas for improvement and to support the development of practical solutions * The ability to embrace change and ensuring the team knows how to action changes * The ability to use resources effectively     **Evaluating Information, Problem Solving & Decision Making**  *Demonstrate:*   * Excellent analytical, problem solving and decision making skills * The ability to quickly grasp and understand complex issues and the impact on service delivery * The ability to confidently explain the rationale behind decision when faced with opposition * Ability to make sound decisions with a well-reasoned rationale and to stand by these   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  *Demonstrate:*   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability and openness to working effectively in a changing environment   **Commitment to a Quality Service**  *Demonstrate:*   * Evidence of incorporating the needs of the service user into service delivery * Evidence of a strong focus on delivering high quality services * Evidence of ability to adopt and maintain a focus on continuous quality improvement in all aspects of the service * Commitment to developing own knowledge and expertise * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.  The HSE is an equal opportunities employer. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Programme Co-Ordinator**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post as of 01/03/25 is:  €55,793 56,999 58,204 61,418 62,664 63,901 65,155  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is 39 hours per week.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
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1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)