**Job Description & Specification**



**Position Title:** Person in Charge (Formally Deputy Manager Role)

**Reports to:** Manager of Wellsprings Residential and Outreach Services

**Location:** Wellsprings Wandesford Quay.

**Hours of Work:** 37 hours per week

**Remuneration:** The salary in place for this position is Social Worker Team Leader Point 1 Department of Health Pay scales as of 1.4.17.

**Details of Service:**

Wellsprings is a registered charity and is registered as HURUMA CLG t/a Wellsprings company limited by guarantee, which provides care and aftercare services for young women. The Service was established in 1995 by the Sisters of Mercy, in conjunction with the Southern Health Board, with the objective of providing a service to bridge the gap between the time when a young woman leaves residential care or is out of home and offers assistance in the preparation for independent living and adulthood.

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While a voluntary organisation, Wellsprings is funded predominantly by the TUSLA –Child and Family Agency, it also receives funding support from the Sisters of Mercy, the HSE, Cork City Council, and the Young People’s Services and Facilities Fund.

This is an excellent opportunity for a dynamic and committed person to lead an established professional and dedicated staff team in continuing very valuable work with a diverse group of young people.

**Overview**

The Person in Charge (PIC) carries responsibility for the care delivered to the young people living in Wellsprings Residential Aftercare Service and for the staff who deliver that care. S/he is responsible for ensuring that the care given meets with company policies and procedures and with national regulations and that the environment in which the care is given is homely, clean, safe and appropriate for the young people’s ages and stages of development.

The Person in Charge contributes to the development of strategies, policies and systems related to all aspects of Wellsprings Operations, and to their implementation.

**Main Duties and Responsibilities**

1. **Young People**

Ensure at all times that all children and young people in Wellsprings Residential Aftercare services are looked after safely, professionally and in a way which ensures that they achieve their maximum potential, in line with Wellsprings mission, model of care and vision statement.

1. **Staff**

Ensure that all staff employed by Wellsprings are treated with respect and that their health, safety and wellbeing is safeguarded during their time at work.

1. **Direct Management**

Personally support, supervise and guide their Social Care Leaders, and all employed care workers for whom the post holder has responsibility in a way which keeps them motivated, committed and enthusiastic so that they are equipped to consistently deliver high quality, child centred services.

Support the Social Care Leaders in supervising the staff (student placement, Relief or Social Care Workers) that you assign to them to supervise in a way which keeps them motivated, committed and enthusiastic so that they are equipped to consistently deliver high quality, child centred services.

On behalf of the organisation, hold their Social care Leaders and all Social Care staff, including relief staff accountable for their performance.

Provide direct support and assistance to key workers, Social Care Workers and the Manager of the Service in the assessment and provision of documentation to referring agents, and positively support and facilitate the movement of referrals into our services.

Provide direct support and assistance to key workers, Care Workers and the Manager in the production of accurate, well written reports to professionals involved with a child’s care, and their families where appropriate.

1. **Ensuring an appropriate environment**

Ensure at all times that the house for which the post holder is responsible is clean, welcoming, homely, warm and safe. – In short, that it is fit for purpose.

Ensure the management of the maintenance log for the house, keeping it up to date, and signing off on work completed.

The Person in Charge has responsibility for ensuring all health and safety practices are carried out by the person with whom they delegate the responsibility to.

1. **Team Management**

Lead a cohesive, focused and effective staff team in the delivery of high quality services which comply at all times with regulations and standards. Manage the team effectively and appropriately and ensure staff are properly trained, so they are equipped to deliver child care which meets and exceeds the regulatory standards and requirements.

Fully participate in the consultation policy so that staff have, at all times, access to direct help and support by telephone.

When organizational change processes are initiated at Board and Managerial level, lead the change process within Wellsprings to its successful conclusion.

1. **Financial Control**

Take responsibility for the house budget, ensuring that spending is kept within approved limits at all times.

Ensure budgets in all areas of the house services are adhered to, and that appropriate and effective financial controls are in place, and are operated according to procedures and in line with good financial management practice and good governance.

Within budget, and in a timely fashion, in consultation with the Manager, ensure that the unit has an appropriate, qualified and balanced staff team with sufficient relief to deliver the service safely.

Within budget, and at all times, ensure that the house has appropriate, furniture, transport, food and other resources so that the children can be cared for safely and properly, and staff are safe and treated with respect by the Company.

To ensure that effective financial planning, reporting, management and controls are in accordance with the requirements of the Department of Public Expenditure and Reform and with best practice for the Organisation’s needs.

1. **Meeting Standards**

To ensure sound policies and procedures are in place that support staff and the organization to achieve their objectives.

Actively engage in Wellsprings’ auditing and performance management system, operating it appropriately.

Ensure that the house, at all times, receives excellent feedback from TUSLA monitoring / inspection recommendations.

Ensure at all times that regulatory and procedural requirements (Child Care, Health & Safety, HR etc.) are met.

Conduct grievance and disciplinary investigations and hearings, as appropriate, according to procedures.

Ensure the staff team are supported to fulfil their roles to the best of their ability.

Ensure the Aftercare Policy is adhered to at all times.

1. **External Relationships**

Develop and maintain positive and effective relationships with TUSLA inspectors, Monitoring Officers, CFA Team Leaders, CFA Social Workers, After Care Workers, Funding Agencies, Gardai, Garda Superintendents and Inspectors, CAMHS teams, and all other key stakeholders in the delivery of services to our children.

Generate new fundraising options for Wellsprings by the effective use of relationships with key stakeholders.

To ensure that the agreements entered into in the Service Levels Arrangements with the different funding providers are upheld.

Support the development of new services as required.

1. **Reporting**

Provide written and verbal reports, as required, to the Manager. Ensure all statutory and standard reports are made to the TUSLA and other professionals, as required, in the times required and to the standard required.

Notify the Manager of any serious risks to Wellsprings, our staff, the children in our care, or our business.

Deputise for the Manager when necessary, representing the interests and views of Wellsprings professionally and appropriately.

1. **Whistle Blowing, Confidentiality, Company Welfare**

In line with our duty of care both to young people and to staff, bring to the attention of the Manager any matter which may pose a risk to the safety or wellbeing of a child, staff member or the company, according to our whistle blowing policy.

At all times maintain confidentiality in regard to the children in our care, staffing matters, financial matters, procedural matters and any other matters internal to the company.

To ensure that the risks that the organisation is exposed to are reviewed regularly by the Board and that systems are established to mitigate these risks.

Take responsibility at all times for the wellbeing of the Company, putting it before personal, financial or other gain.

1. **Any Other Duties**

To attend Board and committee meetings, as required.

To attend professional supervision.

To participate in training and continuous professional development.

To keep up to date with developments and learning in Social Care and the voluntary sector.

Any other duties, within the competence of the post holder that may be required, reasonably, from time to time.

**Qualifications:**

**Essential:**

The centre manager must have minimum level 8 degree in social care and 5 years’ experience of working in a social care grade with children OR level 7 in social care and a relevant management qualification and 5 years**’** experience of working in a social care grade.

* A minimum level 8 Degree in Social Care and 5 years’ experience of working in a Social Care setting with children OR a Level 7 in Social Care and a relevant management qualification and 5 years’ experience of working in a social care grade.
* A full, clean, manual driving license, valid in Ireland.
* Excellent communication skills, both written and verbal.
* Knowledge of the key elements of effective team working
* Knowledge of the Irish National Standards in Children’s Residential Centres

**Competencies:**

**Essential**

* Full clean Garda vetting for Ireland and police clearance for any other country in which the post-holder has been resident for more than 6 months.
* Sound knowledge of professional child care practice, detailed knowledge of the National Standards for Residential Childcare
* Sound knowledge of the provisions of the 1991 Child Care Act and especially Section 8 relating to the provision of residential care; Knowledge of the regulations associated with this.
* Sound knowledge of Irish Health & Safety legislation and its application in a residential child care context.
* Sound knowledge of Irish Employment legislation and its application in a residential care environment
* Sound knowledge and experience of management in a residential care context
* Ability to lead, motivate and support individuals and teams effectively
* Ability and confidence to hold individual staff members accountable for their work
* Ability to quickly analyse complex, conflicting and contradictory information, reach a balanced decision, act on it and ensure that others follow through
* Ability to function effectively in a crisis, balancing the interests of children, staff and the company
* Ability to assert oneself and exert authority appropriately and in a balanced way both with subordinates and the manager and Board of Wellsprings.
* Ability to effectively manage conflict
* Ability to meet and manage deadlines and to prioritise work in a high pressure environment
* Excellent negotiation and networking skills

**Desirable**

* Drive and initiative in developing the job and the service, taking advantage of marketing opportunities
* An understanding of the governance of the voluntary sector
* Experience / an understanding of working in an After Care Setting.
* Experience of SLA agreements
* Track record in excellent staff management skills and change management
* Good time management and prioritization skills
* Ability to develop and lead strong external relationships
* Good IT skills and computer literacy