

JOB DESCRIPTION

Job Title: Regional Care Manager (Temporary)

3 days per week in the first instance, moving to 5 days per week Maternity Leave Cover from August 2024

Council: Social Witness

Salary Scale: CSW Managers scale 4 (£49,235- £54,705 per annum, pro rata)

Responsible to: The Secretary of the Council for Social Witness

Main function of job:

To contribute to the Christian ministry and mission of the Presbyterian Church in Ireland through the delivery of the duties outlined.

To be an active member of the General Assembly's staff team, contributing to the effective administration of its functions and assisting in the development of strategies and plans for the delivery of its agreed objective in a manner in keeping with the Christian ethos of the Presbyterian Church in Ireland.

Under the leadership of the Council for Social Witness and the direction of its Secretary, to assist with the implementation of decisions of the General Assembly relevant to the Council and to carry forward its delegated responsibilities.

To take lead responsibility for the delivery of high standards of person-centred social care service across designated Council for Social Witness projects throughout Northern Ireland and the Republic of Ireland.

Responsibilities and Duties

Home / Service Management

1. To be responsible for the overall management of any designated group of services operated by the Council for Social Witness, to ensure effective management of services within relevant regulatory frameworks (including operations, administration, finance, and quality standards of care and support) and its staff, under the direction of the Secretary and the Council
2. To act as Registered Person with RQIA if required, and if not personally registered with RQIA, to discharge responsibilities in such a way as to enable the Registered Person to comply with regulations and standards; and/or to register in a relevant role with HIQA for services in Ireland.
3. To contribute to the overall strategic planning and be responsible for the operational delivery of the Council's objectives through effective management and development of staff.
4. To ensure that person-centred approaches are developed and become embedded in the Council's services.
5. To assist the Secretary of the Council for Social Witness on the provision of advice to the Council relating to sustainability of its services including the development of existing services and the identification of new and developing opportunities.

6. To produce reports and information on the provision of care services and related issues for the Secretary of the Council for Social Witness, the Council and its relevant committees.
7. To liaise and negotiate with appropriate stakeholders e.g. regulatory bodies; Housing Associations, Health and Social Care Trusts and the Health Service Executive under the direction of the Secretary of the Council for Social Witness.
8. To carry out monthly monitoring visits to designated services across Northern Ireland and in the Republic of Ireland as required, and ensure that appropriate action is taken with regard to any issues arising from these visits.
9. To ensure that managers of the designated homes and services receive supervision in accordance with guidance and good practice to support them in the effective discharge of their management functions.
10. To oversee continued compliance with relevant legislation and standards and ensure that financial, personnel, health and safety and legal duties are complied with appropriately.
11. To implement necessary changes arising from legislation or regulations under the direction of the Secretary of the Council for Social Witness, and to ensure that appropriate policies and procedures are put into effect.
12. To ensure the implementation of all Council for Social Witness and Presbyterian Church in Ireland policies and procedures.
13. To ensure that all identified services are managed in accordance with the theology and ethos of the Presbyterian Church in Ireland, including the conduct of staff.
14. To ensure the spiritual needs of residents are met appropriately.
15. To be on call and respond as required within the appropriate procedural framework.
16. To act as Secretary for relevant Council bodies as required.
17. To ensure compliance with the requirements of regulatory bodies including RQIA, HIQA, the Northern Ireland Social Care Council, the Nursing Midwifery Council.
18. To ensure compliance with all contractual requirements for the designated group of services.
19. To ensure that all services operate within agreed budgetary and financial parameters.
20. To hold the policy lead in an identified service area (e.g. Older People's work, Disability work, Specialist services work), and/ or take the lead in a practice area (including Adult Safeguarding lead, Improvement lead or Policy development lead, and/or co-ordinating placements for nursing, social work and allied health professional students).
21. To manage processes for monitoring and appraisal of staff and be involved in Recruitment & Selection Panels; Investigations, Grievance/Disciplinary Hearings; Sickness and Absence monitoring.

22. To represent the Council on agreed relevant external bodies as required.

General

23. To contribute through the relevant committees to the overall work of the Council for Social Witness and to provide similar support to other Councils and Committees as required.

24. To oversee the recruitment/selection of volunteers for Local Support Committees and events and programmes in conjunction with Congregational Life and Witness.

25. To provide effective management, supervision and motivation of staff both individually, and as teams.

26. In conjunction with other Regional Care Managers, to ensure the provision of appropriate training for staff and volunteers.

27. To assist with the promotion of the Council for Social Witness as required.

28. To deputise for the Secretary of the Council for Social Witness in specific areas, or across other areas of work as required.

29. To contribute to the overall organisational effectiveness and to perform any other duties as deemed appropriate by the Secretary of the Council for Social Witness in line with the requirements of the General Assembly or the Clerk of the General Assembly.

April 2024