**PARTICULARS OF EMPLOYMENT**

**LOCUM STAFF NURSE PANEL**  
**MID-ROSCOMMON DAY & RESIDENTIAL SERVICES**  
Reference: CF/07/16 (Please clearly quote reference code on the application form)

*The Brothers of Charity Services empower people with intellectual disability and people on the autistic spectrum to live the lives they choose. Our focus going forward is to form a relationship/partnership with each individual and their family, enabling them to design their own service so that they can enjoy a real meaningful life in a real place with a healthy balance of supports. We wish to create opportunities for people with an intellectual disability to have valued social roles in their communities and to have the chance to form real friendships. In order to assist us to achieve this vision we wish to recruit innovative and proactive people who will relish the opportunity to assist in implementing this vision.*

1. **Location**  
The locum relief panel will cover absences of leave by other staff in Mid-Roscommon Day and Residential Services. Future developments within the services may require that you are prepared to transfer to another work location as the service needs demand.

2. **Tenure of Employment**  
The locum relief panel is temporary part-time and pensionable for the specific purpose of providing cover for leave.

3. **Probation**  
A probationary period of twelve months from the date of appointment applies to the post. The employment may be terminated at any time during the probationary period should the employer find that the appointee is unsuitable to continue employment. The probationary period may be extended at the Services’ discretion.

4. **Character**  
Each candidate must be of attested good character and maintain that status during the period of employment.

5. **Health**  
The appointee must be free from any disease or defect which would render him or her unsuitable to hold the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. In order to satisfy this qualification any applicant may be required to undergo a medical examination at his or her own expense by a doctor nominated by the Brothers of Charity Services Roscommon.

6. **Qualifications, Experience, etc.**  
Each candidate ideally should possess the following qualifications and experience¹:  
a) Have a recognised qualification in nursing (RNID desirable) and be currently registered in an appropriate division of the Register of An Bord Altranais (N.M.B.I.).

b) An interest in, and ideally experience of working with people severe intellectual disabilities.

c) A full clean driving licence is essential.
7. **Hours of Duty**
   The locum relief panel does not have any hours of work guaranteed – appointees will be on call to cover annual / sick leave etc. Appointees must be prepared to work days, weekends, public holidays. Appointees must be flexible in regard to the hours of duty, which will be determined according to the service users’ needs. The starting and finishing times will be notified by your Supervisory Officer.

8. **Annual Leave**
   Annual leave will be 24 days per annum pro-rata. Length of service award days may also apply.

9. **Remuneration**
   The salary will be paid on a pro-rata basis, that is as a ratio of the full-time scale. The reference salary applying to the grade ranges from a minimum of €27,211 to a maximum of €42,469 gross basic per annum pro-rata. It is a twelve point salary scale and refers to a 39-hour week. After 3 years on maximum point, a long service increment applies bringing the salary to €43,800 gross basic per annum pro-rata.

10. **Ethos of the Brothers of Charity**
    The Brothers of Charity Services are committed to working with people with an intellectual disability towards claim their rightful place as valued citizens. We believe in the intrinsic value of every person and we aim to further the dignity of all associated with our services. We want each individual to have wide opportunities for self-expression in home life, education, occupation, and leisure. We are a learning organisation open to evolving ideas in service development. We seek to empower people with a disability, their families and all those working with them. We create progressive and flexible organisational structures to support our fundamental objectives. We work in partnership with statutory bodies and are fully accountable for the services we provide.

11. **General**
    - Candidates considered suitable from application forms will be required to attend for interview at their own expense. A limited number of applicants may be shortlisted.
    - Candidates who are shortlisted for interview will be sent a Garda Vetting form. It will be essential for all interviewees to have completed the form prior to interview.
    - Candidates may be shortlisted on the basis of information supplied. Locum panels may be formed from which future vacancies may be filled.
    - For informal enquires please contact, **Maria Murphy, Mid Roscommon Day Services Manager on (087) 9025523.**
    - *This job description is a guide to the general range of duties and is not intended to be either definitive or restrictive. It will be subject to periodic review with the employee concerned.*
12. JOB DESCRIPTION

Reports to: Manager or any other person designated by Manager.

Specific Conditions

- A positive attitude towards working with persons with an intellectual disability and those on the Autistic Spectrum is a pre-requisite, thus enabling them to have a positive fulfilling lifestyle.

- Each person with an Intellectual Disability/on the Autistic Spectrum must be treated as an individual, at all times acknowledging their personal dignity, according them their full rights and privileges.

- An understanding that the person using services is responsible for directing his/her services; this is achieved in partnership with family members, the Manager or any other person designated by the manager and the multidisciplinary support team.

- An understanding of the New Directions model of day support services, as developed by the HSE. A willingness to work in promoting this model within your role under the supervision and direction of the Manager or any other person designated by the manager.

- An understanding of the HIQA standards for residential and respite services.

- An understanding of Personal Outcomes Measures and Social Role Valorisation as the quality and evaluation systems that guide the provision of supports to people.

Principal Duties and Responsibilities

1. Promote the best possible outcomes for each individual in each aspect of their life and respect their adult status and rights at all times.

2. Be responsible for the efficient and effective day-to-day running of services and activities assigned to his or her control.

3. Advise the manager on staffing and equipment requirements based on people's needs. Liaise with the multidisciplinary team as required to discuss the supports required to most effectively meet changing needs.

4. Update personal outcomes and participate in regularly checking the individuals needs and follow up on these outcomes, reporting regularly on plans and achievements to the Manager or any other person designated by the manager.

5. Co-operate on all aspects of programmes with colleagues and the Multidisciplinary Team and facilitate reporting at Individual Planning meetings and similar exercises. Be available to attend planning / support meetings as required.

6. Be mindful of “Gateway Outcomes” when supporting people to choose priorities in Individual Planning.

7. Ensure that all individual plans are reviewed on a six monthly basis and evidence is written up in the POMs folder by keyworkers.

8. Social Role Valorisation is the theory of practice that underpins the work of the Brothers of Charity Services in county Roscommon. To this end, be mindful of supporting people to have “normal lives in normal communities and actively support people to achieve meaningful social roles in their local community”.

10. Follow all reporting procedures as per organization guidelines. Report any abuse concerns immediately to the Designated Person and to your Manager or any other person designated by the manager. Report all incidents / accidents, challenging behaviour incidents and medical errors on the appropriate forms to your manager immediately. Be familiar with all of the reporting processes/systems and be able to advise and guide other staff members in these as required.

11. Ensure that the strictest confidentiality is maintained on information relating to the people we support. Support and guide other staff members in the the correct storage of information within the house.

12. Be aware of incidents and accidents that are reportable as 3 day notifiable events to HIQA and report same immediately to your manager. Be available to guide other members of the team on this as required.

13. Become familiar with HIQA standards and regulations and staff requirements as per the Health Act 2007 for residential services. Be able to guide and advise other members of staffing team on the implementation of HIQA standards and recommendations as required.

14. Keep such administration records regarding budgeting, invoicing, petty cash and time sheets etc. as may be required. Oversee the correct recording, reporting and storage of all records for the house/centre.

15. Prepare, in consultation with the Manager, the budgeting projections and targets for the year ahead and monitor these targets at specified intervals. Include planning for needs of new people we support.

16. Supervise the attendance of staff assigned to him or her and report as necessary or as requested to the Area Manager.

17. Provide an induction programme for new staff so that they are fully aware of the aims and objectives of the programmes being provided and where appropriate, instruct in specific skills.

18. Ensure that risk assessments and individual protocols are completed where required and are signed, dated and review dates noted - consulting with other team members, multi-disciplinary support staff and manager as required.

19. Support people to have circle of Support meetings at a time and place that suits the person and the people they would like to attend their meeting. (i.e. family / friends).

20. Be flexible in working hours to accommodate Circle of Support meetings during the day, evening or at weekends as required and at venues to suit people supported and their families and friends. Include as wide a circle of support as possible (in line with the person’s wishes) for individual planning meetings for people supported – if not in person, then via phone, email, skype, etc.
21. Become familiar with the New Directions model of day services and its role in promoting opportunities for people within their local community.

22. Due to the changing needs of the people we support, be flexible to transfer to another work location on a temporary or permanent basis as the service needs demand.

23. Ensure the safe administration and proper recording of medicines and other forms of treatment to the people we support, in accordance with medical prescriptions and directives of the Medical Director, also ensuring that all medicines are securely stored.

24. Support the individual and support the implementation of all support, intimate care, training programmes and other programmes such as work experience, supported employment/job coaching and so on, as requested.

25. Work in partnership with the local community to promote the abilities of and contribution people we support can make to their local area. Actively seek new interests and opportunities for people to interact in their communities in a positive and image enhancing way via social roles/volunteering, work, membership of groups/clubs, etc.

26. Within the organization there is a strong emphasis on teamwork and it is therefore essential for the appointee to work well within a team and have good communication skills with all the people with whom she/he will come in contact.

27. Follow all Policies and Procedures of the service at all times.

28. Perform escort duties when required and be prepared to drive a mini bus if necessary. (Assistance will be given to obtain a class D license if necessary).

29. Be Information Technology literate and maintain/update your IT skills as required, in order to keep records required for the organisation and support people with IT and social media.

30. As part of this environment and for their own self development, it is essential for staff to attend mandatory training and refresher training on an on-going basis, this is a compulsory requirement.

31. For staff with professional body requirements, ensure clear professional objectives are identified, discussed and reviewed with Head of Department as part of continuing professional development (CPD).

32. It is your responsibility to ensure continuing professional development (CPD) and professional registration requirements are adhered to and the cost of same are the responsibility of staff.

33. Perform such other duties as may be assigned from time to time by the Manager or any other person designated by the manager. As duties and responsibilities of any post in the services are likely to change with the ongoing needs of the people or person supported, i.e., age, level of learning disability, etc. Staff are expected to have a high level of flexibility, a willingness and ability to develop new approaches to their work.

Confidentiality must be respected at all times

Please send your completed application form no later than 1pm Wednesday, 25th May 2016 preferably by email to hr@roscommon.brothersofcharity.ie

The Brothers of Charity Services is an equal opportunities employer