

GRADE : WORKSHOP MANAGER

LOCATION : ASSIGNED INITIALLY TO MANAGE AN INDIVIDUALISED PERSONAL SUPPORT PROGRAMME IN GRACE PARK ROAD, ATHLONE.

REPORTS TO : GENERAL MANAGER

Purpose

The purpose of the job is to lead the development and provision of an individualised support service that comprises of a combination of activities, including supported employment, personal centred planning as well as to manage the staff team in the Adult Day Services in line with St. Hilda's Services strategic plan, ethos, vision, policies and procedures and to support service users and staff in line with best practice (New Directions) and in a person centred manner.

1. SERVICE USER DEVELOPMENT :
 - a. Guide and direct staff in the provision of individualised designated programmes and services for people with an intellectual disability.
 - b. Maintain a person centred planning process in line with St. Hilda's Services policy and practice as a means of :
 - i. Identifying with service users their abilities, preferences and needs.
 - ii. Identifying and developing a range of services required by the service user within budget.
 - iii. To establish and maintain relationships with individuals that are based on respect and equality and that promotes their independence.
 - c. Implementing person centred planning in agreement with the service user and as appropriate their advocate – develop individualised support programmes for each.
 - d. Ensure specified programmes meet FETAC accreditation requirements.
 - e. Ensure person centred plans contain appropriate goals that can include opportunities for further education, training, personal development, community integration and progression for the individual, in line with 'New Directions'.
 - f. Risk assess each situation to ensure valued social role is achieved.
 - g. Ensure the active involvement of service users in personal, life skills and social, leisure and community activities being cognizant of natural and localized supports available.
 - h. Ensure the availability of structured occupational activities for service users as part of a comprehensive individual support programme.
 - i. Establish, develop and maintain links with internal and external training provision than can benefit service users.

- j. Establish, develop and maintain effective links for service users that have the interest and capacity to progress to training and/or supported employment or open employment.
- k. Keep abreast of developments in the I.D. sector including policies such as New Directions, developments individualised funding arrangements, national quality standards etc.
- l. Co-ordinate annual reviews of service provision in line with changing requirements of new and existing service users.
- m. Maintain a comprehensive accounting and administrative system, which will entail the provision of necessary documentation, reports, records etc as required : written reports as required for St. Hilda's Services, multidisciplinary professionals, external agencies, statutory authorities, medical personnel etc.
- n. Organise and attend meetings, Case Reviews, Case Conferences etc in the relevant centres and in the service user's homes as required.
- o. Evaluating programmes, as appropriate.
- p. Ensure that the interests of all service users are represented by staff, service users themselves or their advocates.
- q. Tendering for individualised services to the HSE or brokering services on behalf of individuals. This role will involve with the development of this service.

2. COMMUNICATION :

- a. Liaise with multidisciplinary support service team members, other relevant St. Hilda's Services staff and staff within other organisations, with regard to service users as required.
- b. Liaise with parents, carers and other family members as necessary.
- c. Ensure that the General Manager is fully briefed on pertinent and relevant matters pertaining to the centre.
- d. Use of person first language in verbal and written communication.

3. TRAINING AND DEVELOPMENT :

- a. Instruct and supervise staff where appropriate, in carrying out relevant programmes for service users.
- b. Keep abreast of current research, methodology and best practice, undertake relevant training to meet organisational / service users needs, including I.T., P.C.P. and other new systems and procedures.
- c. Participate in in-service training, community training and information sessions, as requested.
- d. Provide advice, support and training for team members.

4. EQUIPMENT :

- a. Maintain all plant and equipment in good working order, including relevant records, logs etc.

- b. Maintain high safety standards and ensure that all safety regulations are complied with and implemented and be familiar with the appropriate drills, procedures etc. in relation to the health and safety of service users, staff, parents etc. as contained in St. Hilda's Services Safety Statement.
- c. Source and provide training to staff and service users in the use of equipment as necessary.

5. MANAGERIAL :

- a. Be familiar with and adhere to the organisations Safety Statement, Trust in Care Policy, Dignity, Respect and Equality in the Workplace Policy, Children's First, Client Protection and of all of St. Hilda's Services operational and quality procedures and guidelines and ensure that staff are made aware of, and comply with same, insofar as possible.
- b. Ensure that the premises are maintained and kept tidy at all times and to attend to parents, relatives and other visitors to the centre with tact and consideration.
- c. Supervise, develop, motivate and support team members in their work, monitor and evaluate their performance, ensuring high standards of service are provided for our service users.
- d. Undertake relevant training courses (both in house and external) as may be required to develop the necessary skills in order to meet service users / organisational needs.
- e. Ensure the health, safety and welfare of staff, service users and visitors is maintained in accordance with St. Hilda's Services policies and procedures, safety statement and unit specific policies and procedures.
- f. Provide support for team members by implementing regular 1:1 meetings and review / assess training requirements as part of this process.
- g. Fostering integration into the local community in line with St. Hilda's Services policy and philosophy.
- h. Fostering parental involvement and encouraging parental visits to the centre.
- i. Liaise with other services as appropriate i.e. other St. Hilda's Services day and residential centres, voluntary organisations etc.
- j. Provide statistical information for financial and administrative purposes, as necessary, utilizing all available information and technical systems.
- k. Oversee the development, implementation, monitoring and evaluation of programmes for all service users.
- l. Uphold good standards and in the event of issues of concern arising, raise them with appropriate line manager.
- m. Manage and monitor the annual budget, including staffing and all aspects of funding allocated to the service.
- n. Work in any of St. Hilda's Services centres as directed by the General Manager.
- o. Adhere to all legislation, guidelines and standards that apply to the provision of services.

6. Any other duties as required by the General Manager.