

Festina Lente : Adult Day Service Facilitator



Festina Lente Mission Statement

Festina Lente provides a unique range of equestrian and horticultural activities, training, recreational events and employment services options with a strong emphasis on social inclusion, choice and personal development

Job Title: Training and Day Services Manager
Location: Old Connaught Avenue, Bray, Co Wicklow
Reporting to: Chief Executive Officer
Responsible to: Chief Executive Officer

Main purpose: The overall purpose of the Training and Day Services Manager's role is to ensure that a) all trainees receive a service in line with the Kildare and Wicklow Education Training Board (KWETB) Training Standards System, Quality and Qualifications Ireland (QQI) Quality Assurance Policies and Health Services Executive (HSE) New Directions Quality Framework and that b) all Adult Day Service users receive a service in line with HSE New Directions Quality Framework

Position Summary: The role of the Training and Day Services Manager is suited to those with a health and social services, disability management, allied health and social care, special education and/or specialist training background and has experience of overseeing the delivery of training to adults with an intellectual disability or those experiencing social and/or economic exclusion. They will also lead the implementation of SOLAS Training Standards, QQI Quality Assurance Policies and HSE New Directions Quality Framework in conjunction with the staff, trainees and Adult Day Service Users attending Festina Lente.

JOB DESCRIPTION: Key responsibilities of this position include:

Training Programmes

To coordinate the recruitment, registration and induction of trainees, including assessment of trainee needs and management of supports
To ensure the training programmes and curriculum are designed to a high standard and include information on learning outcomes, core content, instructional methodology and assessment instruments

Day Service

To lead the design of programmes for the men and women on the Adult Day Services with an emphasis on individualised, user-led supports, community inclusion and active citizenship
To oversee the design and implementation of person centred plans for the men and women of the Adult Day Service

Human Resource and Financial Management

To monitor staff performance, including probation issues, on an ongoing basis and to ensure performance issues are properly addressed in a timely, fair and consistent manner
To provide regular reports to the Chief Executive Officer in relation to the Training Programmes and Adult Day Service

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Additional duties include:

Training Programmes

- a. To ensure that learning resources, including lesson plans and teaching material are in place for each programme
- b. To ensure the fair and consistent assessment of trainees, including the development and submission to SOLAS of an annual course assessment, to be in line with SOLAS requirements
- c. To coordinate assessment events throughout the academic year, conducting internal verification of results and organising external authentication of assessment evidence
- d. To manage records of trainee progression and achievement

2. Day Service

- a. To ensure that the men and women of the Adult Day Service have access to supports for maximising independence and for learning, education and employment
- b. To support the welfare, health and wellbeing of those using the services and support the resolution of individual issues, including, making referrals to the primary health care team, or other external agencies where appropriate

3. Human Resource and Financial Management

- a. To ensure staffing and skill requirements are established, implemented and reviewed on an ongoing basis in line with changing needs
- b. To attend management and other meetings as required by Festina Lente
- c. To ensure all financial management in the Centre complies with Festina Enterprises procedures
- d. To act as the complaints officer for the organisation and return complaints data to the HSE
- e. To act as the designated person for the service on all child/vulnerable adult protection matters, including reporting allegations or suspicions of abuse to the HSE or An Garda Siochána and being a resource to any staff member or volunteer who has protection concerns

4. Trainee and Service User Management and Involvement

- a. To ensure local communication structures are in place which listen to trainees and Adult Day Service users and to ensure that those accessing services at Festina Lente have an opportunity to contribute to the planning design and evaluation of those services
- b. To ensure that the effectiveness of programmes are systematically evaluated and that feedback from those using the service, staff members and other stakeholders are used to inform a quality improvement plan and continuous improvement initiatives

To undertake any other reasonable duties which may be assigned to you by the Chief Executive Officer

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential Criteria:

- An appropriate third level qualification in a related field e.g. health and social services, disability management, allied health and social care, special education and/or specialist training etc.
- Experience of overseeing the delivery of training to and supporting people with disabilities or those experiencing social and/or economic exclusion (minimum 3 – 5 years) in line with the National Framework of Qualifications or similar.

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- Experience of supervising the implementation of person centered planning (minimum 3 – 5 years)
- Experience of leading the development, implementation and evaluation of behaviours support plans
- Experience of supervising and motivating people (minimum 3 – 5 years)
- Proven experience of supervising staff within a team structure and a strong ability to self-manage in a dynamic environment (minimum 3 – 5 years)
- Committed to on-going self and professional development
- Excellent interpersonal and communication skills and specific personal attributes- please see description below.
- Welcomes change and is committed to encouraging continuous improvement and learning
- Manages workload effectively while responding flexibly to new demands.
- Have the capacity to integrate well with, and contribute to, an evolving organisation
- Has a good knowledge of IT systems and is computer literate
- Hold a full clean Irish Driving License

Personal attributes

- Excellent communication and interpersonal skills
- An ability to maintain calm and composed in a busy and demanding environment
- Confidence in one's own strengths and ability
- Willingness to learn and an openness to alternative approaches
- Highly organised, with a high level of concentration and attention
- Committed to working hard
- Proven ability to work on own initiative within a flexible, co-operative team structure
- Solution focused
- Fluent English is required
- Ability to work to deadlines

CONDITIONS OF EMPLOYMENT

Salary: As per HSE salary scales; €40,000 – €49,000

Pension: Employees have access to PRSA scheme

Hours: 39-hour week: 08.00-4.30pm with a 45minute lunch break at 1.00pm Monday to Friday.

Travel & Subsistence: There will be a requirement from time to time to travel outside normal working hours. Travel will be paid in accordance with Festina Lente travel rates in the event that a company vehicle is not available for use.

Annual Leave: Annual leave will be 24 working days, pro rata, exclusive of public holidays. Compulsory annual leave may apply to facilitate closure of services for service user holidays.

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Duration of contract: Permanent Contract

Location of the position: Old Connaught Avenue, Bray, Co. Wicklow

Other: Offer of employment will be subject to a satisfactory assessment by a Driving Instructor of our choice

HOW TO APPLY

Application forms can be downloaded from our website www.festinalente.ie or by emailing Catherine.buckley@festinalente.ie or by calling 01-2720704. Applications should be forwarded to Catherine.buckley@festinalente.ie Informal enquiries can be made by contacting Jill Carey at jillcarey@festinalente.ie or phoning 01 272 0704 (ext.204).

Closing Date for Applications : 6th October 2017

First interviews will be held on 26th October 2017

Second interview will be held on Thursday 2nd November 2017 (as appropriate)

Please note that interviews will consist of a panel

SELECTION PROCESS

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description. A panel may be formed from this process.

A file may be formed for future vacancies.

FESTINA LENTE CHILD PROTECTION POLICY / GARDA VETTING / MANDATORY DECLARATION

Garda Vetting for all employees and volunteers is compulsory and those candidates invited for interview will be asked to complete a Garda Vetting form for submission at that time.

The successful candidate will be provided with a copy of the Festina Lente Child Protection Policy and will be required to sign their acceptance of the contents of this document.

A Mandatory Declaration Form must be signed in advance of commencement of employment.

Festina Lente is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society