



St. Patrick's Missionary Society

Human Resources Department

St. Patrick's, Kiltegan, Co. Wicklow, W91 Y022, Ireland

Telephone: 059 647 3600 Email: hrmanager@spms.ie

SOCIAL CARE LEADER JOB DESCRIPTION

Job Title and Grade	Social Care Leader
Department	SPMS Residential and Care Unit
Location	St. Patrick's Missionary Society, Kiltegan, Co. Wicklow
Tenure of Position	Permanent
Hours of Work	39 Hours per week
Reporting Relationship	The Social Care Leader will report into the Director of Care and or a suitably nominated person.
Purpose of the Post	To support the Members in promoting and maintaining the highest quality of social support ensuring that the Member's privacy and dignity is always respected. The Social Care Leader will advocate for and protect the rights of the Members. The Social Care Leader will organise and coordinate all standard activities including individual and group activities for the Society members across the residential and care unit setting.
Roles and Responsibilities	<ul style="list-style-type: none"> • To work with the clinical team to deliver assessment based, personalised care to each member and to provide support to their representatives. • To assist the member and their representatives to develop a care plan which reflects both the assessed needs of the member and their personal wishes. • Supporting the Society Representatives at recognised spiritual events held in Kiltegan. • To advocate for and protect the rights of the member. • To supervise and delegate to care staff in the delivery of social care to members. • To document (electronically) and communicate all social care interventions in line with policy and regulation. • Ensure that all members are treated with dignity, privacy and respect and ensure that member centred care is developed and delivered at all times. • Maintain professional standards in line with the regulations set out in the Health Act 2007. • Establish a personal and meaningful relationship with all members, relatives, and visitors, ensuring appropriate support and comfort is given at all times. • Attend and participate in Case Reviews and Multidisciplinary Team meetings as required. • Maintain clear, concise, and accurate records at all levels within the home. • Ensure all admissions and discharges to the home are carried out correctly and all appropriate documentation is completed. • Liaise with the multidisciplinary team to ensure balanced and approved care. • Supervise staff and delegate duties as necessary. • Organising and maintaining on a daily basis standard activity which may include (but are not limited to) arts and crafts, gardening,



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	<p>newspapers quizzes, card games, bingo, exercise sessions, walks, hand massages, nail care, arranging hairdressing appointments, sensory room and arranging attendance at mass or other religious services.</p> <ul style="list-style-type: none"> • Planning and implementing special activities which include (but are not limited to) outings, garden visits, birthday parties, Christmas and other seasonal celebrations. • Drawing up a daily and weekly program of activities. • Maintaining daily files and charts for each member that provide clear evidence of the activities planned and carried out. • Ensuring each member has an up to date and complete "Life Story Book" • Keeping the nursing staff up to date on members' condition • Assisting with the orientation of new members to St Patricks • Attending in-service training and education programmes as may be required • Liaising with the Director of Care on the budgetary management for the department. • The foregoing should not be considered exhaustive.
<p>Special features of the position</p>	<p>N/A</p>
<p>Eligibility criteria</p> <p>Qualifications and/or experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Has achieved a relevant QQI Level 6 qualification in Healthcare/Social care. • Have a good working knowledge of the Health Act 2007 in relation to members in a long-term care facility. • Demonstrate an awareness of the HIQA standards in relation to the care of older adults in a long-term care facility. • Demonstrates empathetic, professional caring responsibilities and is reliable. • Excellent communicator with strong verbal communication skills. • Fluent level of English both written and oral <p>Desirable</p> <ul style="list-style-type: none"> • Have at least a minimum of 1 years' experience working in a similar role.
<p>Essential skills, competencies and/or knowledge</p>	<p>Core Aptitudes</p> <ul style="list-style-type: none"> • Capability of working independently and as part of a team • Ability to think creatively and innovatively • Able to demonstrate an awareness and appreciation for the mission and ethos of SPMS. • Ability to develop an events schedule that will cater for the members social needs.
<p>Application Details</p>	<p>Interested Candidates can submit a CV and covering letter to Dearbhail McKee HR Manager by email hrmanager@spms.ie. Closing Date for receipt of applications is by close of business Tuesday 21st November 2023.</p>
<p><i>St Patrick's Missionary Society is an inclusive employer.</i></p>	