

Job Specification – Person In Charge (PIC)

Statement of Purpose	<p>Aurora Enriching Lives, Enriching Communities will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.</p> <p>Aurora will enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p>
Job Title and Grade	<p>Person In Charge (PIC)</p>
Location	<p>Each post holder will be required to be based within the relevant community location. The exact location will be agreed with the Director of Services in advance of commencing employment in Aurora.</p>
Purpose of the Role	<p>The role of the PIC is to provide holistic, person-centred care, promoting optimum independence, enhancing the quality of life for service users with intellectual, physical or sensory disability in all aspects of daily living.</p> <p>Reporting to the Line Manager, the PIC is leader of a team of social care workers (qualified and unqualified), nurses and care assistant staff. The PIC is a key driver and champion of supporting people to live self-determined lives and in the course of this he/she is a central communicator with all stakeholders including families, multi-disciplinary teams, psychologist, senior management, community, employers and others. The position holder will be expected to lead the house on a day-to-day basis and in consultation with their line manager when key decisions are being made.</p> <p>The person appointed to the post should be flexible in their approach to service provision and should have the ability to work as a member of a team. He/she will be required to take an active part in ensuring that day-to-day operations of the Services reflect the ethos and vision of Aurora and that the needs of the service users are being met through professional work practices.</p>
Reporting Relationship	<p>The PIC is a member of the relevant Community Team and reports to the Wellness, Culture and Integration (WCI) Manager.</p>
Key Working Relationships	<p>The PIC will work and interact with the following:</p> <ul style="list-style-type: none"> • Other Community Team members (nurses, care assistants, social care workers) • CNMs, ADON, DON • Managers • Multi-Disciplinary Team • Relevant support functions such as HR, Finance, Maintenance, Health & Safety, and Quality etc.

<p>Principal Duties and Responsibilities</p>	<p>Under the direction of the WCI Manager, the PIC will provide care according to:</p> <ul style="list-style-type: none"> • Professional Clinical Guidelines • National and regional HSE guidelines • Local policies, protocols and guidelines • Current legislation as it applies to the role <p>The PIC will:</p> <ul style="list-style-type: none"> • Assume Person In Charge Functions • The PIC is responsible for the line management of the staff team which he/she is leading • Manage staff rotas ensuring these are used to the best effect for the physical, social and emotional care of people and effective running of the service • Manage staff attendance systems, petty cash and carry out monthly service audits • Ensure that team members understand and endorse the aims and objectives of the organisation and that the values of Aurora are evident in their behaviour and practice • Responsibility for clear lines of communication ensuring staff are fully conversant with their duties – to include holding regular team meetings, promotion of an effective keyworker system and day to day supervision of staff members • Participate in the planning and implementation of training, including induction training for new staff • Carry out formal staff supervision (Performance Achievement) • Take appropriate action to remedy any unsatisfactory staff performance, with support of senior management and HR if required • Ensure there is implementation of behavioural support mechanisms which demonstrates a clinically informed, low arousal and co-ordinated approach in supporting people • Leading and developing the staff team in supporting the delivery of person-centred services, problem solving and seeking solutions to outcomes and barriers raised • To promote the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents to receive as far as possible the range of services available in the community and to participate in social and other activities which will assist them to enjoy the lifestyle of their choice • Foster positive attitudes and form interpersonal relationships that reflect respect, courtesy, and concern for individuals • Demonstrate ability to plan, organise, and prioritise work load
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	<ul style="list-style-type: none"> • Carry out report writing, upkeep of records and resident files with key workers, reporting notifiable events and quarterly returns to HIQA • Understand Aurora’s Medication Policy. Administer drugs and ensure secure control and storage. Address medication errors as detailed in the Medication Policy. • Participate in the planning, implementation and management of new developments to meet the changing needs of people in co-operation with Aurora’s Management Team • Attend Management Meetings, Quality Assurance Meetings, Residential Services Meetings, Change Management Meetings, Service Reviews and Information Meetings, Person-Centred Planning meetings, Clinical and Multi-Disciplinary meetings and others • Engage with Aurora’s Management Team and support services to ensure best possible services for residents this includes, Social Work, Behaviour Support Facilities, Healthcare, Training, Quality Assurance, Multi-Disciplinary Team, independent clinical therapeutic supports and others • Take responsibility for personal development by keeping abreast of developments in the field of disability • To promote a home-like atmosphere for people within the community home in a manner which will develop and promote the ability of each person to integrate and be included in local community life • To foster, encourage and develop each residents’ self-care skills, particularly in relation to personal hygiene, health matters and care for their personal appearance • Support people to access the community by utilising transport options • To ensure that the community house and its surrounds are clean, tidy and presentable both inside and outside • To encourage, develop and maintain harmonious neighbourhood relationships and good communications with local residents and community organisations • To recognise and develop appropriate channels through which each person of the community home can make a positive contribution to the neighbourhood in which they live • To act as a "Key Worker" (if required) • To foster and help maintain good relationships between the person and their own families, and maintain liaison with the family of each person • To accompany the person to hospital, clinics or to G.P.'s surgery as appropriate • To work the agreed roster which at all times is person driven, this requires flexibility to ensure that the persons needs are met. Sleepover duty will be part of any rostering system
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	<ul style="list-style-type: none"> • Ensure the safe use and care of equipment in the community house and to report faulty equipment, etc. should it arise • The purchasing of requisites for the community house when duly authorised and ensuring that due economy is exercised, both in the making of such purchases and in their subsequent use <p>The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other agreed duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Professional Expectations:</p>	<p>The PIC must have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.</p> <p>The PIC must not undertake any duty related to people for which he/she is not trained The PIC must be aware of ethical policies and procedures which pertain to his / her area of practice including:</p> <ul style="list-style-type: none"> • Statutory legislation in particular but not exclusively the Health Act 2007 • National and Aurora’s agreed Policies and Codes of Good Practice, including Safeguarding Vulnerable Persons at Risk of Abuse, Confidentiality & Data Protection, Medication Policy • Notification of accidents and other Health and Safety requirements in compliance with Aurora’s policies and procedures • Fire precautions • Health & Safety • Equal Opportunity principles • Attend training as and when required
<p>Essential Qualifications / Experience / Criteria</p>	<p>Candidates must have:</p> <p>3rd Level Qualification in Social Care Level 7 or 3rd Level Qualification in Applied Social Care Studies Level 7 or Nursing Qualification – in Intellectual Disability, Psychiatric, General, or Children’s or Meet the criteria of an Unqualified Social Care Worker and also have relevant similar experience in a role of this level A suitable Management Qualification essential Full clean Irish driving licence and use of own vehicle is essential</p> <p>Experience:</p> <ul style="list-style-type: none"> • Essential 3+ years demonstrable management experience • Experience of working in a senior management role in health care or other care area relevant to the role

	<ul style="list-style-type: none"> • Experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role • Experience in supervising and leading others • Experience working and supporting people with Intellectual Disabilities • Experience of working with persons with behaviours that challenge • Relevant experience in providing care in a community setting • Excellent experience of report writing <p>Health:</p> <p>In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character:</p> <p>Satisfactorily provide references and undergo Garda vetting procedures prior to commencing.</p>
<p>Skills, competencies and/or knowledge</p>	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Ability to work on own initiative and as part of a team • Planning and organisational skills • Ability to ensure a safe work environment • Basic hygiene and infection control knowledge