St. Joseph's Foundation is a voluntary organisation providing comprehensive services for people with intellectual disabilities. Founded in 1968 the Foundation has grown through continuously responding to the needs of people with intellectual disabilities and their families. The Foundation presently provides early intervention, pre-school, school, adult day services, residential, respite care, elder care and home support in the North Cork and South West Limerick region. We have day services in Charleville, Liskennett and Mitchelstown with residential services in Co Limerick: Ballylanders, Croom, Ballyagran, Bruree, Kilmallock, Dromcollogher and in Co Cork: Charleville, Dromina, Newtownshandrum, Buttevant and Newmarket. Applications are invited for the following posts in Liskennett, Croom Co Limerick.

**CLINICAL NURSE MANAGER 1 (CNM1) X 2 POSTS**

**39 HOURS PER WEEK**

**ROSTERED DAY DUTY**

**REPORTING TO: CNM 2 (PIC)**

The persons appointed will be responsible for the day to day running of an Autism specific day & residential service, ensuring that the optimum standard of service is provided to our service users.

**The ideal candidate will have:**
- A qualification in Nursing and Registered with An Bord Altranais (R.N.I.D. qualification desirable).
- Three years post qualification experience in the field of intellectual disability with supervisor/managerial experience.
- Experience of working with adults with ASD and behaviours that challenge.
- Managerial, administrative and clinical capability to fill the role including a high level of competency in the implementation and maintenance of HIQA standards.

**Informal enquiries to Ms. Catherine O’Connell, Head of Client Services – 087 8541630**

**Notes:**
- Qualifications must be validated with the Department of Health & Children if studies were completed outside Ireland.
- Department of Health & Children Salary Scales 1/11/2013 apply.
- A full Irish/EU Driving Licence is a requirement for all posts.
- Indemnification of the Foundation on your car insurance policy is a requirement for all posts.
- Panels of suitably qualified persons may be formed from which further vacancies may be filled.
- Application forms and further details are available by contacting or e-mailing monicaosullivan@stjosephsfoundation.ie.
- Closing date for receipt of completed application forms is **Wednesday July 31st 2019**

*St. Joseph's Foundation is an equal opportunities employer.*
JOB DESCRIPTION

JOB TITLE: CNM1 – Liskennett ASD services

REPORTING TO: CNM 2 (PIC),

ACCEPTS REPORTING Staff Nurses, Care Assistants

RELATIONSHIPS FROM: LIAISE WITH:
Members of multi-disciplinary Team, Parents, Supervisors,
External organisations - statutory and non-statutory,
community organisations.

LOCATION: Liskennett Services

INITIAL HOURLY COMMITMENT: 39 hours per week (Rostered Duty applies)

JOB GOAL:
To supervise, co-ordinate and develop the Foundation’s services, ensuring a high quality service is provided to these service users and in compliance with the National Standards for Residential Services Children & Adults with Disabilities 2013-[(Health Care Act 2007 (Care and support of residences in designated centres for persons(Children& Adults) with disabilities) regulations 2013] To provide them a service in line with the Foundation’s Mission Statement “ to provide people with disabilities the opportunity to live the life of their choice to their fullest potential”

DUTIES:

1. Staffing & Leadership
   • Be responsible for the co-ordination, assessment, planning, implementation and review of care for service users according to service standards and HIQA Standards for Residential Services for Adults with an Intellectual Disability.
   • Plans and implements staff rosters for the Designated centre bearing in mind an appropriate skills mix and utilising all human resources in a cost effective manner
   • Leads, manages and evaluates interdisciplinary care for service users in the centre.
   • Leads staff using a consultative approachable management style and hold regular team meetings
   • Hold supervision meeting with staff on a regular basis
   • Attending all relevant meeting eg: MDT meeting.
   • Support the process of person centred planning within the centre.
   • Ensure that all staff within the Designated centre practice within their professional scope of practice

St. Joseph’s Foundation
• Ensure that all new staff receive an adequate induction programme, have a clear understanding of their duties, responsibilities and the standards of performance expected of them at all times
• Ensure that all relevant staff are kept appraised of the Foundation’s policies and procedures
• Create an environment which is conducive to team working and the establishment/maintenance of good staff morale and retention
• Manages and monitors levels of absenteeism taking corrective action as required, which includes back to work interviews
• Carry out goal setting and development with nursing and support staff
• Make senior management aware of situations where the grievances and disciplinary procedures may need to be evoked
• To ensure that staff attend to matters pertaining to residents’ medication i.e. records, liaising with GP’s and prescriptions

2. **Professional & Clinical Responsibility**
   • To ensure that service users receive the highest standard of clinical/holistic care
   • To ensure that service policies and procedures are implemented and monitored within area of responsibility
   • To ensure practices in the workplace comply with relevant legislation
   • To uphold the code of professional conduct in practice
   • To make evidence based decisions in a transparent manner by involving and empowering others
   • To embrace advocacy in the delivery of person centered care
   • To ensure that complaints received are dealt with in accordance with the Foundation’s complaints policy

3. **Planning**
   • To prioritise and respond to demands under pressure or in emergencies
   • To ensure that a system of record keeping and reports for operational activities, planning of meetings, case conferences and other events are maintained
   • In association with the CNM 2 and Area manager plan short, medium and long term goals.
   • Advise and initiate discussion with the CNM 2 (PIC) on desirable developments, improvements in services quality and cost saving strategies in the centre.

4. **Finance**
   • To ensure efficient and effective use of resources
   • To ensure that service user’s monies are accounted for in accordance with the Foundation’s policy
   • To ensure, control of expenditure in the designated centre, within an agreed budget and track variances.

5. **Quality, Education and Research (Incl Professional Development)**
   • To monitor and work to improve the team processes, encourage team review and reflection
• To monitor and evaluate methods of quality assurance and clinical effectiveness
• To participate in continuous professional development particularly in the area of intellectual disabilities
• To ensure that clinical practice in Respite Home is evidence based

6. **Health & Safety**
   • To ensure all accidents/incidents are reported and documented on accident/incident system.
   • To ensure that senior managers are contacted in accordance with Foundations’ policy, in the event of a major incident or accident
   • To ensure that all aspects of Health & Safety are effectively managed and any problems or shortfalls addressed and accelerated to your line manager if necessary
   • To ensure that staff monitor, respond to and report all accidents and incidents following agreed policy and procedures
   • To make oneself aware of the Foundation’s duties and the employee duties under the Safety, Health and Welfare at work Act 2005
   • To report faulty equipment and fittings to the designated person

7. **General Duties**
   • To promote a positive and respectful awareness of ASD and Intellectual disability in the community
   • To act as a Key Worker for service users as required
   • Ensure that the Designated centre is maintained and kept tidy at all times and that parents, relatives, and other visitors are welcomed and treated with courtesy
   • You will be required to drive Foundations Transport (mini-bus) and instruction for same will be provided. You will be required to have a full driving licence and indemnify the Foundation on your motor insurance policy. Evidence of same will have to be produced to the HR Department on a yearly basis

**NOTE**
As the above is not an exhaustive list of the duties and responsibilities, this job description may be revised from time to time to take account of any change in requirements of the position or any other duties as may be assigned by the CNM 2 (PIC), Area Manager or Client Services Manager.

**CONFIDENTIALITY.**
In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of clients or staff or other centres’ business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them.

*Job-Desc CNM1*
*05/07/19*
## SALARY SCALE PER HOUR 1/11/2013

### CNM1

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