



## **Enable Ireland Kildare West Wicklow Services: Mid Kildare Network Disability Team**

**Job Title:** Enable Ireland Children's Services Manager & Team Manager, Mid Kildare Network Disability Team (2 year fixed term contract: Full-time)

**Location:** Mid Kildare Network Disability Team based in Naas, Co. Kildare

**Reporting to:** Director of Services

**Working closely with:**

Colleagues in the Health Services Executive, other voluntary agencies, Department of Education other Service Managers within Enable Ireland

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**Introduction:**

Enable Ireland is a leading national voluntary organisation which provides family support services for people with disabilities and their families, in partnership with the HSE and other State and voluntary agencies.

Enable Ireland Kildare West Wicklow Services, in partnership with the HSE, Muiriosa Foundation, KARE, St. John of God Kildare Services provide supports to children and young people with complex needs aged 0 - 18 years informed by the Bio Psycho Social Model of Service Delivery, living in Kildare West Wicklow through Network Disability Teams.

The mission of the partnership is to work in partnership with children and young people with disabilities, with their families, to support their development and to enable active participation in community life.

**Overall Purpose of Post:**

To manage and co-ordinate the delivery of a range of services including clinical, therapy and support services to children and families in Kildare / West Wicklow who use our services. The post holder will be responsible for planning, developing and managing services in line with the identified needs in the area and aligned to Enable Ireland Strategic plan and code of practice "Pathways of Services for Children and families".

**DUTIES OF CHILDREN'S SERVICES MANAGER:**

- To work closely with the Office of the Enable Ireland Director of Services to ensure effective delivery of a quality service in line with the Enable Ireland Code of Practice.
- To work with the Kildare West Wicklow Steering Group to ensure effective delivery of a quality service specified in the job profile for Network Disability Team Service Manager

## **CHILDREN'S SERVICES MANAGER:**

### **Responsibilities of the Post:**

- To effectively manage all aspects of service delivery within the Children Services, inclusive of all line management duties within the service.
- To ensure the effective implementation of the Enable Ireland Code of Practice within the team.
- To provide support and supervision to the team.
- To liaise with the office of the Director of Services to deliver a fully operational Goldmine system across the service.
- To co-ordinate in partnership with the NDT Managers the delivery of a range of clinical and therapy services in Kildare / West Wicklow and to ensure equitable services across the catchment area.
- To work with Director of Services and Finance Manager to ensure transparent and accountable delivery of services within budget.
- Provide leadership guidance and support to the team.
- Establish efficient methods of communication to facilitate team functioning.
- Facilitate partnership approach with parents and families at all levels.
- Identify new initiatives in service areas and facilitate same.
- To lead the implementation of the Performance Management process across the service.
- To manage and audit team performance including achievement of national and area level KPI's and agreed service user outcomes.
- To chair meetings as required.
- To attend monthly Management Team meetings.
- To represent Enable Ireland locally and nationally as identified by the Director of Services.
- To ensure compliance with all relevant legislation

- To promote Health & Safety and welfare of all Services Users and staff accessing the services
- To ensure that services are delivered within a model of continuous quality improvement and to provide leadership and support to the team in the implementation of EFQM as the model of quality adopted by Enable Ireland
- To act as Delegated Officer in relation to Child protection and deputise for the Director of Services in relation to the Designated Office role, as required
- To co-ordinate resource allocated to the services and manage the allocated budget for annual services development plans.
- To support team in providing the most appropriate response for children and their families and to advise team in the management of complex situations
- To contribute to development and implementation of standard policies and procedures for service delivery
- In conjunction with Human Resources Department to develop and promote good practice in staff recruitment and retention strategies.
- To work closely with key personnel in the Health Services Executive and other non-statutory organisations and with the families and carers of services users to ensure services are delivered and developed in partnership with appropriate stakeholders

### **Other requirements**

- Attend relevant training and national meetings as required.
- Abide by Enable Ireland's policies and procedures
- Any other appropriate duties that may arise with the development of the service.

### **NETWORK DISABILITY TEAM MANAGER**

#### **Responsibilities**

Within Kildare West Wicklow there are three Network Disability Team (NDT). Each team has a manager who is responsible for:

- The delivery of an equitable and quality service based on assessed need that is child and family focused, taking cognisance of the mission, vision, values and guiding principles of the service
- To work collaboratively with Managers of other local NDT to deliver on the National Outcomes for Children and their Families (August 2013)

**Duties:**

- To lead and manage the development and implementation of an integrated and comprehensive NDT in line with the model of service
- To develop an annual service plan in conjunction with other NDT managers and Steering Committee and identify priority areas for implementation with members of the NDT in line with the National Service Plan
- To lead and manage the allocated resources in the Multi-agency NDT
- To ensure that available resources are allocated equitably to meet the needs of the child and family
- To provide regular reports and statistics to the steering committee as agreed
- To develop administrative support systems in collaboration with managers and colleagues
- To work closely with the Assessment and Liaison Officer and to ensure timely completion of assessments and reports in line with the Disability Act 2005
- To ensure that collaborative relations are developed and maintained with primary care teams, education local authorities, hospitals and other agencies
- To work in collaboration with the NDT managers to develop policies, procedures, processes and information systems for the NDT
- To manage the referral, discharge and transfer processes
- To co-ordinate the updating of the National Databases as required
- To report to and participate in the Kildare West Wicklow Network Disability Steering Committee
- To represent the NDT locally and nationally as identified by the Manager of Disability Services
- To ensure that the service operates family centred practices and to continue to develop the model of service
- To ensure that procedures are in place that complies with Data Protection Act, 1988 and 2003 and Freedom of Information Act 1997

**Team Management**

- To provide leadership, guidance and support to all team members
- Ensure that appropriate clinical governance is in place at all times
- To contribute to performance reviews as appropriate
- To establish efficient methods of communication to facilitate team functioning
- To support teams in providing the most appropriate response for children

and their families and to support teams in the management of complex situations

- To liaise with the relevant agencies in the recruitment and induction of staff
- To collaborate with team members in identifying and planning training and education programme for both staff and families across the networks as appropriate
- To liaise with the relevant agencies in the resolution of any disputes arising
- To ensure that team meetings are chaired and to ensure that minutes are maintained accurately and that actions are completed in a timely manner
- To plan, monitor and approve staff leave and other related issues, timesheets, time in lieu, agency staff records and invoices as necessary and to provide the relevant documentation to the employing agency

#### **Quality**

- To contribute to the development and implementation of standard policies and procedures for service delivery across the three Network Disability Teams
- To implement the recommendations of the report on 'Outcomes Focused Performance Management and Accountability Framework' for early intervention and school age disability services (2013) and other relevant National Performance Indicators as they arise
- To participate in the implementation of a Quality System

#### **Health & Safety**

- To adhere to relevant Health and Safety regulations and liaise with the relevant agency to ensure that an up to date Health & Safety statement is in place in the location
- To ensure Health & Safety and Welfare of all children, young people and their families and staff accessing the services in the location
- To adhere to policies and protocols on Children First National Guidelines for the Protection and Welfare of Children (2011)

#### **Budget**

- To manage the allocated budget and provide regular reports to the steering committee in relation to non pay expenditure

## Complaints

- To ensure compliance with the complaints policy and provide reports to the steering committee as required.

### Term & Conditions:

<b>Responsible to:</b>	Director of Services
<b>Probation:</b>	There is a probationary period of six months/nine months (as relevant to post status) applies to this post
<b>Contract:</b>	2 year fixed term contract, Full-time (37 hpw)
<b>Salary:</b>	The current salary for this post is €60,640 – 69,660. Entry point for the successful candidate will be commensurate with experience. Salary is payable monthly in arrears via Pay path.
<b>Annual Leave:</b>	Annual leave entitlement is 34 days per annum pro rata.
<b>Pension Scheme:</b>	Enable Ireland operates a contributory pension scheme which all members of staff may join on earlier of 1 <sup>st</sup> July or 1 <sup>st</sup> January following start date
<b>Medical:</b>	The successful candidate will be required to undergo a medical.
<b>Garda Clearance/ Police Clearance:</b>	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
<b>Sick Pay: (If applicable)</b>	<p>All periods of sickness exceeding two days must be medically certified with a maximum of six uncertified days in any 12 month period. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:</p> <p>Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period</p>