

## Praxis Care Job Description

<b>Position, Title &amp; Grade:</b>	<b>Head of Operations</b>
<b>Location:</b>	<b>North Co. Dublin</b>
<b>Reporting to:</b>	<b>Regional Director of Care &amp; Development</b>
<b>Function/Department:</b>	<b>Operations</b>

### Job Purpose/Summary:

To efficiently manage and develop projects for children and adults, across the spectrum of services in the Organisation, but in particular those with a learning disability, brain injury, or mental health issues, in accordance with the aims and philosophy of Praxis Care.

### Key Accountabilities

- Ensure that all work carried out within Praxis Care is service user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
- To be available, for service users to discuss difficulties and to act as an advocate, either within the programme or with other agencies and to oversee the development of assessment care plans and review for service users on a needs led individual basis.
- To provide effective leadership, supervision and management of staff ensuring that all projects within the zone are fully staffed within budget and to be responsible for the management of workloads and identifying and addressing staff development needs.
- To assist the Regional Director of Care with the development of projects, initial management of those projects and to formulate policies which promote quality care and ensure the rights of the service user.
- To be fully involved in the preparation of annual budgets. To monitor and make recommendations regarding adjustments to budgets via the accounts system and to manage designated services within the finance allocated.
- To liaise appropriately with carers, other professional staff, voluntary bodies and community groups in the furtherance of the clients' needs.
- To participate in committees/working groups as appropriate to the duties of the post.

### Requirements of the Role

- You will be required to participate in the company performance and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis rules, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary
- To work the necessary hours to fit the needs of the scheme (this may include working early shifts, late shifts, evenings, weekends, nights and sleep-in night duties).

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

## Organisational structure



	Direct/Internal	Indirect/External
<b>Budget</b>	0	0
<b>Staff</b>	Scheme Managers within zonal responsibility	All operational staff within zonal responsibility
<b>Liaison &amp; Influence</b>	<ul style="list-style-type: none"> <li>Support Workers, Team Leaders, Line Manager</li> <li>Service Users</li> <li>Support services</li> <li>Zone Managers</li> </ul>	<ul style="list-style-type: none"> <li>Health Trust and regulatory bodies</li> <li>Corporate functions within the Organisation</li> <li>Service User families</li> <li>External suppliers</li> </ul>

Criteria	Essential	Desirable
<b>Education/Training Qualifications</b>	<ul style="list-style-type: none"> <li>First Level Nursing ie RMN, RGN, RMNH</li> <li>– must be on live register</li> <li>Professional qualification in Social Work OR Occupational Therapy</li> <li>QCF Level 5 Diploma in Leadership for Health and Social Care Services</li> <li>Degree in               <ul style="list-style-type: none"> <li>Health or Social Care</li> <li>Youth and Community</li> <li>Psychology</li> <li>Occupational Therapy</li> <li>Speech and Language Therapy</li> <li>Physiotherapy</li> </ul> </li> </ul> <p>Candidates with Social Work or Occupational Therapy</p>	<p>Recognised qualification in management</p> <p>Both Social Work and Nurse Qualified</p>

	<p>qualifications should be registered with the relevant registration body</p> <p>Candidates with Nursing qualification should be on the live nursing register with NMBI</p>	
<b>Experience</b>	<p>4 years' paid work experience with vulnerable adults/children in a care setting</p> <p>5 years' people management, i.e. managing a staff team at Manager level</p> <p>Policy implementation</p> <p>Establishing and maintaining administration systems</p> <p>Implementing and maintaining communication systems</p> <p>Liaison with statutory and voluntary agencies</p> <p>Development of services</p> <p>Knowledge of Social Policy/Health/Social Services/Housing</p>	<p>Experience of residential/day activity service management</p> <p>Experience of working with children with intellectual disability and who have complex health or challenging behaviour needs</p> <p>Policy review and refinement</p> <p>Establishing systems</p> <p>Negotiation with government agencies</p> <p>Initiation/development of new services</p>
<b>Skills &amp; Competencies</b>	<p>A full valid driving licence on application and access to own transport on appointment</p> <p>* If a disability precludes an individual from holding a driver's licence, it should be stated how they can meet the mobility requirement of the post.</p>	
<b>Attributes</b>	<p>Display initiative</p> <p>Resourceful</p> <p>Level headed</p> <p>Pleasant</p> <p>Assertive</p> <p>Diplomatic</p> <p>Highly motivated</p> <p>Innovative</p> <p>Creative</p> <p>Proof of eligibility for permanent employment with Praxis Care in the Republic of Ireland at time of appointment</p> <p>The ability to work flexibly</p>	

	<p>Must be willing to volunteer for one event per year to assist our service users or fundraising department</p> <ul style="list-style-type: none"> <li>• Calm and level-headed</li> <li>• Patient and tolerant</li> <li>• Approachable and understanding</li> <li>• Respectful</li> </ul>	
--	--	--

Decision Making Authority	Recommendation Types and Levels
<ul style="list-style-type: none"> <li>• Ability to make key medium level decisions within parameters already agreed with Regional Director of Care</li> <li>• Can make decisions on people and budget activity within the scope of agreed budget</li> </ul>	<ul style="list-style-type: none"> <li>• Can put forward suggestions and recommendations to Project Managers regarding areas of improvements within scheme and suggest amendments to care plans in the best interest of service users.</li> <li>• Can recommend concepts, changes and timelines to Regional Directors of care and Development</li> </ul>