



Job Description

Job Title:	Interim Standards for New Directions / EASI Co-ordinator
Department:	Client Services
Contract Duration:	11-month fixed term contract
Working Hours:	21 Hours (3 days per week)
Location:	Roscrea Co. Tipperary

Overview of the role

The Interim Standards for New Directions / EASI Co-ordinator is a senior role, leading the roll-out of the Interim Standards and co-ordinating the EASI process across the organisation.

Organisational Relationships

Reports To: Services Manager

Direct Reports: N/A

External Liaison: HSE Disability Services CHO 3 and 8 Implementation Groups and New Directions National Office, other day services in the sector as required.

Internal Liaison: Members of the Operations Team, Service Co-ordinators, Unit Leads.

Main Responsibilities

Interim Standards and EASI Process

- Plan for and agree the communication plan for the Interim Standards and EASI.
- Plan and co-ordinate stakeholder engagement in the EASI process.
- Develop and deliver relevant and appropriate training on the Interim Standards and the EASI process to the Board, Operations Team, Unit Leads, Staff, Clients and Families.
- Co-ordinate the development of useful resources to support the evaluation process.
- Complete a desktop review of the organisations policies, procedures, guidelines and other relevant documentation.

- Support the development and itemisation of documentation relevant to the EASI process.
- Collate evidence of knowledge and awareness, monitoring and evaluation, relevant to all standards.
- Collate agreed actions for improvement.
- Engage with senior management to identify and agree organisational priorities for action.
- Co-ordinate SMART documentation action plans.
- Co-ordinate SMART CQI action priorities.
- Support progression and review of actions, identification of person's responsible and update progress on excel sheets regularly.
- Escalate barriers and action plans internally and externally to the HSE CHO Implementation Committee / nationally as required.
- Collate feedback from those responsible for CQI actions.
- Share information on progress with stakeholders as agreed.
- Support the development of new policies, procedures and guidelines for the organisation.
- Co-ordinate audits as required.
- Represent the organisation at CHO 3 and 8 New Directions implementation meetings.
- Update senior management on progress as required.

Team Work

- Function as an effective member of the Operations Team.
- Ensure the Services Manager is informed on an ongoing basis of relevant issues and concerns through an agreed format.
- Actively participate and contribute to meetings in a positive and professional manner.
- Work effectively with all colleagues and provide direction to other members of the team, delegating actions as required.
- Act as an exemplary role model in your approach to New Directions, the Standards and EASI process.
- Provide leadership and champion change by embracing new ways of working to ensure plans are achieved.
- Attend staff meetings as required.

Reporting and Systems

- Use the HR Locker System and any other electronic required by the organisation.
- Use the EASI tool to record and report on progress against the standards.
- Produce reports on activity as requested.

Quality and Safety

- Report all accidents, incidents complaints, safeguarding issues, questionable practice to the Manager or designate. It is your duty to report any concerns you have for the safety and welfare of the clients of St Cronan's Association to your Manager immediately in line with Trust in Care (2005). You are also legally obliged to comply with the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012.
- Be conscious of Health & Safety matters in the workplace and, in particular, comply with employees' obligations as set out under Section 9 of the Safety, Health and Welfare at Work Act, 2005 and other relevant legislation.
- Be familiar with St. Cronan's policies and procedures and ensure that such policies and procedures are strictly adhered to.
- Support the implementation of quality improvements in line with EASI.
- Engage in performance management system and reviews

Other

- Undertake training as required.
- Any other duties that fall within the scope and responsibility of the post/as deemed appropriate by the Services Manager
- Participate in reviews and service evaluations.
- Show flexibility in response to organisational change and development.
- Ensure confidentiality of information.
- Be prepared to work flexibly.
- Complete all required training either by e-learning or attending courses.
- Keep information about the people we support, colleagues and the company confidential.
- Be able and willing to wear all necessary PPE (personal protective equipment)

<h4>First Year Deliverables</h4>

- Develop and deliver EASI training to the Board, Operations Team, Unit Leads, Staff, Clients and Families.
- Co-ordinate the organisation to complete Steps 1-3 of the EASI process for all agreed service locations across all standards.

Closing date for receipt of applications for all of the above vacancies is 5pm on Friday 18th August 2023. Please include cover letter outlining how you feel you meet the requirements for the role and why you are interested.

Applications by email or post to Jacqui Maher, Acting Services Manager, St Cronan's Association, Grange, Roscrea. Email: Jacqui.maher@cronans.ie

Please note that only candidates short listed for interview will be contacted.

St Cronan's Association is an equal opportunities employer.

Canvassing will disqualify.