



**St Cronan's Association CLG**  
Providing high quality support to people & their families living with disability

## **Interim Standards for New Directions/EASI Co-ordinator Part-time (0.5 WTE) Based in Roscrea or Nenagh Open to external competition**

St Cronan's Association provides day supports to 140+ adults with intellectual disability through our centres in Roscrea, Birr, Templemore and Nenagh. We are recruiting a part-time (0.5 WTE) Interim Standards for New Directions / EASI Co-ordinator to lead the roll out of the standards and co-ordinate the EASI process across the organisation. The role is based in Roscrea or Nenagh. The role will report directly to the Services Manager and the post-holder will be a member of the Operations Team.

The Interim Standards for New Directions Services and Supports for Adults with Disabilities (Interim Standards for New Directions) requires service providers and key stakeholders to involve people with disabilities in the design, delivery, monitoring and evaluation of the services and supports provided. The EASI tool and process allows day services to do this, as well providing a framework to support services to maintain and improve the quality of the services and supports offered under New Directions. Service locations are required to self-evaluate against the standards and develop CQI plans to maintain and improve their performance.

This is a fantastic opportunity for a self-motivated, energetic and dynamic person to lead on the evaluation of the service against the standards, and support the development and implementation of the organisation's continuous quality improvement plan. If you are interested in policies, procedures and audits, enjoy working with MS Excel, have a flair for communicating effectively with stakeholders at different levels in an organisation, have a passion for New Directions and understand the EASI process – then this could be the job for you!

### **Job Purpose**

To lead the roll out of the Interim Standards for New Directions and co-ordinate the EASI process across the organisation.

### **Terms and Conditions**

This is a part-time role – 18.5hrs per week. 12-month fixed term, specified purpose contract. Salary €20,000-€25,000 per annum (based on experience) for 18.5 hrs per week. Immediate start available. 10.5 days annual leave + 1 flexi day. Company pension scheme. Free parking.

The successful candidate will be based in Roscrea, Co. Tipperary or Nenagh, Co. Tipperary.

### **Role Criteria**

The successful candidate will be required to possess the following:

#### **Qualifications**

##### **Essential**

- An honours degree (Level 8) in Social Care or other relevant area.
- Train the Trainer qualification.

##### **Desirable**

- A qualification in quality / audit / project management / management.

#### **Experience**

##### **Essential**

- Relevant experience working with people with intellectual disabilities in a day service or training setting.

##### **Desirable**

- Experience working with the EASI tool / process.

#### **Skills**

- Excellent ICT skills with an ability to use Excel effectively and efficiently.
- Project management skills.
- Ability to develop resources to meet the need of various stakeholders – including Easy-read resources and digital resources.
- Ability to train and motivate staff and stakeholders to understand and engage in the process.

#### **Knowledge**

- A clear knowledge and understanding of New Directions, the EASI tool and the Interim Standards.
- An understanding of CQI – to include policy development and audit.

#### **Attitude**

- A can-do, positive attitude that inspires and motivates others to engage.

**Application by CV and cover letter to Kathleen McLoughlin, Services Manager, St Cronan's Association, Grange, Roscrea or email [kathleen.mcloughlin@cronans.ie](mailto:kathleen.mcloughlin@cronans.ie) before 12 noon on Monday May 16th 2022.**

Your cover letter should outline how your qualifications and experience match the essential and desirable criteria in the attached job description and why you consider yourself to be the right person for this role.

**St Cronan's Association is an equal opportunities employer.  
Canvassing will disqualify.**



## Job Description

<b>Job Title:</b>	Interim Standards for New Directions / EASI Co-ordinator
<b>Department:</b>	Client Services
<b>Date:</b>	20 <sup>th</sup> April 2022
<b>Contract Duration:</b>	12-month fixed term contract
<b>Working Hours:</b>	18.5 hrs
<b>Salary:</b>	€20,000-€25,000 depending on experience
<b>Location:</b>	Roscrea or Nenagh 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)

<b>First Year Deliverables</b>
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- 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.