



Job Specification and Terms and Conditions Template

Job Title	<ul style="list-style-type: none"> ❑ Nurse Ard Chúram Day Care Centre / Ard Chúram Fuchsia Centre
Closing Date	<ul style="list-style-type: none"> ❑ Friday 19th May 2023
Location of Post	<ul style="list-style-type: none"> ❑ <i>This position is located at Ard Chúram Day Care Centre, Greenville, Listowel, Co. Kerry</i> ❑ <i>Flexibility is required to travel throughout the North Kerry area as home visits may be required.</i>
Details of Service	<p>Ard Chúram works to ensure that older people in the North Kerry area continue to live fulfilled and dignified lives through the provision of social, recreational and medical services at their centre.</p> <p>The Day Care Centre and Stroke Service is open Mon-Sat every week.</p> <p>The Fuchsia Centre, providing Dementia Day Care at present operates four days per week (Tuesday, Wednesday, Thursday and Friday.)</p> <p>The centre is supported by the HSE, Local Links Kerry, Sean Meitheal Ltd Community Development Project and local fundraising.</p>
Reporting Relationship	<p><i>Reporting will be to the Nurse Manager Ard Chúram Day Care Centre</i></p>
Purpose of the	<p>The purpose of the post is to work as a Nurse and co-ordinate/manage the day services in Ard Chúram Day Care</p>

Post	Centre / Ard Chúram Fuchsia Centre- providing Dementia Day Care
Principal Duties and Responsibilities	<p>Your role is Nurse in Ard Chúram Day Care Centre / Ard Chúram Fuchsia Centre & you are responsible for day to day running of the Day Centre and ensuring that there is a safe, caring and welcoming environment for the clients and their families / carers.</p> <p>Ard Chúram Day Care Centre operates a Day Care Service / Stroke Day Service and a Dementia specific Day Centre. All Staff will be required to work across the various care settings that Ard Chúram provides</p> <p>The person appointed shall perform as set out in the job description.</p> <ul style="list-style-type: none"> • Maintain a working knowledge and understanding of issues and trends for persons whose lives are affected by Alzheimer’s disease and related Dementia. • Establish a welcoming, supportive Day Care Centre for clients suffering with Dementia and that the service and facilities are ready for clients to use and enjoy. • To develop activities and programmes that will meet the needs of clients coming to the centre. • To support the social, emotional needs of our clients through fun and promoting a relaxing and enjoyable environment. • To support the physical well-being of the clients through activities, nutritious meal and any nursing needs they may require. • To liaise with the transport provider/s and Kerry Local Links • To attend staffing subcommittee meetings as required • To organise and liaise with the board , HSE and Local Links Kerry at the admissions and discharge subcommittee; and ensure compliance with the relevant policies of Ard Chúram in relation to this work • To ensure all files and paperwork that you are responsible for are kept at the highest standards • To submit regular reports for the Board, and attend board meetings as required • To ensure returns are submitted to the HSE • To visit clients and their families at home before they are admitted to the service, as required • Ensure the efficient running of the Day Care Services (supporting collection of meal income and recording of petty cash) • Attend training as and when need arises • Comply with all policies and procedures developed by Ard Chúram • To maintain the highest standard of confidentiality at all times. <p>Staff team</p> <ul style="list-style-type: none"> • To support an administrative system that produces a structured system of financial recording and maintaining records in line with data protection • To work as part of a team with the Admin Manager, care taker, care attendants, chef, kitchen staff, volunteers, and the management committee of Ard Chúram • To support and supervise the staff team. • To support and supervise volunteers and students in the centre • To liaise and support the Social Car Initiative in Ard Chúram • To support training and development of programmes for staff in Ard Chúram • To hold regular staff meetings <p>HEALTH AND SAFETY DUTIES</p>

	<ul style="list-style-type: none"> • To ensure that the operation of the centre is subject to the highest health and safety standards as obliged by law. • To be aware of the importance of prevention of cross infection. To be aware of fire precautions and procedures and attend fire lectures at least annually. • Participate in appropriate in-service training sessions. • To meet regularly and report on any health and safety issues with your line Manager. • Attend training as and when need arises • Comply with all policies and procedures developed by Ard Chúram • To report and record all accidents and injuries by filling the appropriate forms and submitting them to your Line Manager. <p>Interagency Work</p> <ul style="list-style-type: none"> • Promote the service to clients and their families, HSE and the local community • Network with other services for people who are suffering with dementia.as the need arises • Liaise with Primary Care Team HSE North Kerry • Work with both community and statutory providers to initiate health and wellbeing programmes • To support the development of Dementia Friendly Listowel • Enhance linkages between the HSE and the Community / Voluntary sector in relation to the centre • Liaise with existing HSE and Community / Voluntary sector staff with expertise in this area and are currently providing supports to the centre • Develop a strong working relationship with Sean Meitheal, Rural & Social Scheme who provide Community Employees to Ard Chúram <p>Review, Evaluation and Sustainability</p> <ul style="list-style-type: none"> • Ensure service-user feedback mechanisms • Ensure appropriate monitoring, evaluation and review of the work undertaken and programmes delivered • Ensure development and review of individual care plans in partnership with PCT and admissions subcommittee • Identify and develop collaborative partnerships and programmes in response to identified needs <p><i>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</i></p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must, at the closing date for receipt of application forms, possess the following:</p> <ul style="list-style-type: none"> • A recognised Nursing qualification AND

	<ul style="list-style-type: none"> • Current An Bord Altranais registration AND • Have a minimum of five years post-qualification experience as a registered Nurse <p>Health</p> <p>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character</p> <p>Each candidate for and any person holding the office must be of good character</p>
<p>Post Specific Requirements, additional qualifications and/or experience required</p>	<ul style="list-style-type: none"> • <i>Understand the role of Day Care in the lives of older people</i> • <i>Proven knowledge of HSE and Primary Care Services</i> • <i>First Aid and Manual Handling certificates required</i>
<p>Skills, competencies and/or knowledge</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent Organisational skills <input type="checkbox"/> Excellent communication skills <input type="checkbox"/> Excellent report writing <input type="checkbox"/> Knowledge of the HSE and Primary Care Services <input type="checkbox"/> Knowledge of NGO sector <input type="checkbox"/> Knowledge of community services available to older people and people with dementia <input type="checkbox"/> Desirable but not essential to experience of leading a team <input type="checkbox"/> Demonstrable understanding of / experience in health needs of older people and people with dementia
<p>Other requirements specific to the post</p>	<p>Access to car</p> <p>Provide insurance indemnity to Ard Chúram</p>

Competition Specific Selection process	Candidates must apply by application form only. Canvassing will disqualify.
Shortlisting	<p>Applicants may be shortlisted for interview based on information supplied in the application form at the closing date.</p> <p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge section of this job specification.</p>

Terms and Conditions of Employment

Nurse

Tenure	The appointment is a relief post.
Remuneration	The hourly rate for the post is €21.20 per hour.
Annual Leave	Statutory Annual Leave applies.
Probation	Confirmation of all appointments will be subject to satisfactory completion of a period of probation, which is of a duration of three months, with a review in respect of performance.
Vulnerable Adults and Older Persons Protection of children	<p>Protection of children and vulnerable adults is a priority of. All staff, volunteers and board of management within the project will be Garda vetted, depending on the type of work they are undertaking.</p> <p>Due to the nature of the work carried on by the ARD CHÚRAM DAY CARE NORTH KERRY CLG, the Employer absolutely reserves the right to make all such enquiries, including Garda vetting periods in Ireland and abroad and seek and obtain all such references as it may, in its absolute discretion, require, not limited simply to what may be required by law, either now or in the future, before or during the period of the Employee with the Employer. Such reports, checks and references shall be deemed to be a condition precedent of employment by ARD CHÚRAM DAY CARE NORTH KERRY CLG of any person. Without prejudice to any other provision in the agreement, the Employer reserves the right to terminate, at any stage, the employment of the Employee where, in its absolute discretion, it is dissatisfied with the outcome of same.</p> <p>As per Duty of Care and Children's First Guidelines, qualifications and identity clause; it is also a condition</p>

	<p>precedent that the Employee hold the qualifications and certificates, and/or has the experience provided and disclosed to the Employer prior to the Employee's appointment and documentary evidence that the Employee is the person therein qualified. The Employee's employment is predicated on such being accurate and correct. Evidence of any other relevant qualifications obtained by the Employee should be provided to the Employer for his/her employment record.</p> <p>The Employee is required to advise the Employer in writing furnishing the Employer with such information and clarification as may be deemed necessary, if at any stage during the Employee's employment with the Employer, the Employee is charged with, and/or convicted of, a criminal offence. Failure to do so may result in the dismissal of the Employee.</p>
Confidentiality	<p>The Employee shall not during her/his employment hereunder (save in the proper exercise of his/her duties) nor at any time thereafter, utilise for her/his own purposes or divulge, publish or reveal to any person any information whatsoever concerning the business organisation, finances, dealings, transactions or affairs of the Employer and shall use her/his best endeavours to prevent the disclosure and/or publication of any such matters by others, and shall keep with complete secrecy all confidential information entrusted to him/her and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Employer.</p> <p>On the termination of the Employee's employment hereunder, she/he shall deliver up to the Employer all documents, papers, notes and other media of any description (including without limitation, computer files or programs) in her/his possession and/or under her/his control which relate in any way to the affairs of the Employer or to property in which the Employer has an interest and shall not retain any copies thereof.</p>

Post of: Nurse – Ard Chúram Day Care Centre / Ard Chúram Fuchsia Centre

Application Forms are available from	www.ardcuram.com
Completed Application Form for the competition should be returned to	Nurse Manager Ard Chúram Day Care Centre CLG Greenville, Listowel, Co. Kerry
Name and telephone number of contact person for further information on the above post	Louise Harnett Nurse Manager Ard Chúram 068 22986