



Nurse Manager – Whistlemount Day Care, Navan

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The Society is currently recruiting a Nurse Manager for our Day Care Centre in Whistlemount Day Care Navan. This is a permanent contract working 35 hours per week.

Reporting to the Operations Manager, the Nurse Manager is responsible for providing best practice dementia specific care to all Day Care clients.

To be successful in this role you will need to be a Registered Nurse with NMBI with Supervisory skills and knowledge of the voluntary sector, older people issues and dementia or a Social Care Professional with an Ordinary or Honours Degree in Applied Social Studies in Social Care).

You will need strong management skills with a strong client focus and be able to work on your own initiative as well as part of a team.

Salary will be commensurate with the care sector, and dependent on relevant experience and qualifications.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Closing date for applications is 3rd February 2023.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.



JOB DESCRIPTION

Job Title: Nurse Manager

Job Holder:

Job Location: Whistlemount Day Care

Reports to: Operations Manager

Purpose of Position:

The Nurse Manager is responsible for providing best practice dementia specific care to all the clients in the Day Care Centre. He/she provides and promotes a model of care which is person centred, community focused and has an appreciation of the needs of the carer. He/she is responsible for managing and guiding all of the staff required to run the centre. He/she is responsible for health and safety and administration of the day care centre.

Main Duties and Responsibilities:

Client Care (where the applicant holds a nursing qualification and is a registered Nurse with An Bord Altranais the following duties will form part of the role)

- Assess and provide appropriate client care in the centre:
- Respect the rights, dignity and confidentiality of all clients that attend the day care centre and their carers/advocates.
- Build up a trusting relationship with clients and their carers so that they feel secure in the day care environment.
- Provide nursing care to clients as required e.g personal care and hygiene, glucose checks, dressings, colostomy care, observing urinary output and bowel movement, taking temperature and blood pressure and recording same where necessary etc.
- Administer medication provided by the GP to the client
- Provide a service to the client that focuses on increasing their self esteem and provides a better quality of life for the client and their carers.
- In consultation with the clients, carers/advocates, care workers and volunteers in the centre devise and implement suitable holistic care plans for the clients
- Liaise with Home Care Co-ordinators/PHN's regarding clients requirements for day/home care service



- Responsible for proper administration and recording of all medication prescribed to the client and the safe storage of same in the day care centre.
- Ensure that the personal care needs including wound dressing and medical care as requested by PHN/GP are met and that attention is paid by staff to client dignity, hygiene and safety standards.
- Provide stimulating and enjoying activities for the clients in a relaxed and homely environment in the centre
- Escalate any client nursing concerns to the PHN
- Promote good relationships with carers and a partnership in care approach. Welcome any visitors to the centre and give feedback to family carers regarding clients in the centre or consult with them on the wellbeing of their family member.
- Provide phone support and relay information to family carers on issues arising in the daily care of a client in the centre.
- Provide care supports and education to family carers
- Arrange chiropody clinics weekly and administer and document payments for same
- Document any client accidents/incidents or complaints and report them to the regional manager and HR if necessary

Management

- Supervise, co-ordinate and support the work of all staff assigned to him/her:
- Manage all staff & volunteers i.e carers, kitchen staff, bus drivers and escorts in the day care centre by ensuring clarity of roles, assignment of duties, adequate staff client ratios at all times, arrangement of leave etc.
- Ensure that all new employees and volunteers receive appropriate induction and their ongoing training needs are periodically reviewed and actioned
- Ensure fair and consistent application of all Society policies and procedures as applicable to the day centre.
- Conduct regular performance reviews with all staff and deal with any breaches of policy, disciplinary or grievance matters in a timely manner.
- Hold regular meetings with staff on matters relating to the running of the centre, care provision, staff matters, updates of existing policies and procedures, induction to new policies etc.
- Deal with any staff issues in a timely and effective manner. Liaise and take advice from HR where necessary.
- Ensure there is the required communication between the bus drivers, carers and family carers.
- Co-ordinate the Bus Drivers route and ensure adequate cover for the bus driver and carer/courier on the bus when necessary
- Ensure all the necessary maintenance and records associated with the bus are kept up to date
- Liaise with the Home Care Co-ordinator when staff cover is required in the centre or of necessary on client referrals
- Ensure staff and volunteers receive induction and ongoing training. Provide necessary reports and practical tasks for those doing Fetac Level 5. Maintain all necessary records and costs on same. Ensure staff training is up to date i.e. Moving and Handling, First Aid etc.
- Ensure that an open, learning culture is created and maintained.
- Advertise and recruit for volunteer activity staff and ensure all required paperwork is processed for these staff
- Assist in the placement of students looking for work experience in the centre. Give induction and ongoing supervision during their stay. Administer any paperwork required by the college for this student including if necessary the provision of a report on their performance whilst on the placement.



Administration

- Carry out the administration required to provide an efficient and effective Day Care Centre:
- Keep and maintain appropriate records of clients in receipt of day care
- Input required data into the billing system for issuing invoices to day care clients.
- Ensure that accurate statistics are recorded for the day care service and provide reports to the Regional Manager, Committee and the HSE in regard to same.
- Liaise with the client's primary carer and public health nurse to complete the day care record
- Maintain desk diary and day book with all required communication
- Order the required numbers of dinners for each day and document same
- Process correspondence from client's primary carer and administer any processing of payments etc.
- Order required provisions for the day centre e.g foods, kitchen/toilet paper, anti bacterial gels etc.
- Apply for grants and ensure any grant income received and other income streams are utilised appropriately and to best effect. Account for all monies spent to grant provider.
- Apply for VEC activity funding and maintain records of same
- Maintain all required record systems relating to management of the centre, staff and volunteers and make available to National Office and Regional Manager such records as required
- Comply with food hygiene regulations and safe storage and administration of medication to clients
- Ensure Fire & Burglar alarms, Emergency lights, Fire extinguishers, hoists, electrical appliances etc are checked as and when required to ensure they are in good working order and maintain records of same
- Ensure the maintenance and general care of the day care centre and it's contents and the garden area. Ensure the heating boiler is maintained and serviced and that there is adequate heating oil at all times.
- Ensure that the bus driver is maintaining the required bus records i.e. bus service and hoist service
- Ensure safe keeping of donations or client money given to you
- Maintain daily attendance record
- Appraise and supervise a bi annual fire drill in the centre

Other

- Ensure there is an awareness of the issues relating to dementia at a local level and promote the services provided locally by the Society:
- Network and liaise with other service providers, health professionals and potential referral sources e.g PHN's, GP's etc to promote the service.
- Organise events/seminars that could help promote the service
- Keep the chairperson/committee informed on issues for their attention. Support the committee in fundraising activities from time to time e.g Tea Day, Christmas sales etc
- Attend training courses, conferences and meetings with the regional manager as required
- Carry out any other duties that may be assigned from time to time.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. In an organisation such as the Society, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

PERSON SPECIFICATION:

Knowledge/Experience:



- Nursing Qualification (NMBI Registration or eligibility to register) OR Social Care Professional (Ordinary or Honours Degree in Applied Social Studies in Social Care) is essential
- Previous experience of working in a caring environment preferably caring for people with dementia, older people or people who have learning disabilities is essential
- Previous experience or an understanding of managing people or a service essential
- At least 5 years' post qualification experience in the health/social care or voluntary sector
- Experience of working with people with complex needs in a variety of different situations
- Demonstrated knowledge of the voluntary sector, older people issues and dementia
- Management experience in a similar role

Desirable

- Qualification/experience in Professional Supervision Skills for Social Care Managers and Leaders
- Enhanced training / qualification in dementia care

Skills/Competencies:

- Strong client focus:
 - Commitment to deliver a high-quality person-centred care service
 - Empathy and respect for the rights of the individual with dementia
 - Good observational skills
- Management Skills:
 - Ability to supervise, manage and motivate a team of carers
 - Ability to plan and manage change
 - Excellent organisational skills in general administration, resource allocation etc.
 - Financial awareness and ability to operate centre within budget
 - Ability to handle effectively challenging deadlines and multiple tasks
- Excellent communication and interpersonal skills
- An understanding of legislation relevant to the role e.g., Health and Safety, Employment legislation etc.
- Comprehensive understanding of the Irish health system and structures
- Experienced computer user with strong MS office skills

Other Requirements:

- Suitable personal transport
- Clean driver's license
- Patience
- Empathy
- Reliability
- Flexibility
- Enthusiasm
- Confidentiality

KEY RELATIONSHIPS

Internal

Operations Manager

External

PHNs



Line managers Fundraising Finance Information technology Learning & Development HR Quality Safety & Practice Development	GPs Psychiatric community services Community care service providers Other voluntary organisations Local nursing home
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Job Description agreed by staff member & line manager	
Signed: Nurse Manager <hr/> Name in block capitals <hr/>	Signed: Operations Manager <hr/> Name in block capitals <hr/>
Date:	Date: