



Rehabilitative Training Coordinator

Kingsriver Community has an exciting opportunity for an experienced and qualified RT Coordinator (Social Care Leader Grade). Applicants require the desire and passion to help us grow our day services while maintaining our quality and commitment to excellent service.

Kingsriver has been providing residential and day programmes for people over the age of 18 with a variety of support needs for over 30 years. We have our own person centred approach to our work which has been developed over many years with love and care, a lot of fun and creativity and a constant focus on the uniqueness of each individual whose care, well-being and progression has been entrusted to Kingsriver.

Applicants need to have appropriate management and people skills and have relevant experience working with people with intellectual disabilities.

This post is a full-time permanent position offering a competitive salary.

About the role

Reporting to the CEO the RT Coordinator is responsible for;

- Day-to-day management and administration of the Training Centre.
- Provision of a high quality, person centred day service in accordance with national regulations and standards;
- Managing the development of opportunities for participants in Kingsriver Community to be in, and part of, the wider community and give people in the wider community more opportunities to be part of Kingsriver Community.
- Day-to day management of expenses and finance matters and operating within budget allocations;
- Maintaining and sustaining the unique ethos that exists in Kingsriver; encouraging recognition of residents and participants as individuals and ensuring their needs and opportunities are given priority;
- Fostering an inclusive process with key stakeholders consistent with our mission, values and ethos;
- Reporting to and advising the CEO on all day service and training matters;
- Be cognisant of and implement initiatives in line with the principles of New Directions.

Qualifications & Experience

- Appropriate third level qualifications in Teaching/Training/Health/Social Care/Intellectual Disability or similar.
- Evidence of continuous professional development;
- Significant relevant experience in managing and/or delivering training to people with varying needs and abilities.
- Proven ability to create a safe and welcoming environment and ethos for participants;
- Experience of leading, managing and motivating a team;
- Financial Management skills;

- A clear knowledge and understanding of New Directions and the delivery of supports to adults with intellectual disabilities and/or autism.
- An outgoing and friendly personality with strong empathy and communication skills;
- Full clean driving licence;
- Ability to work as part of a Management Team.

If you feel you have the qualities, experience and values to take on this role, please email your application, addressed to Liam Quinn, CEO, outlining the fit between your skills and the qualifications and experience required, together with your CV.

Closing date for applications is Friday March 20th, 2019.

Kingsriver Community- Ennisnag - Stoneyford - Co. Kilkenny www.kingsriver.ie

Job Description

Post Title: Rt Coordinator (Day Service), Kingsriver Community Holdings CLG

Responsible to and Reporting to: CEO.

General Role and Duties:

The purpose of this position is to provide efficient and effective management and co-ordination of the training centre in accordance with Kingsriver Community policies, procedures and guidelines.

The RT Coordinator will ensure the day to day management of the training centre to reflect the ethos and vision of Kingsriver Community and will foster and promote this vision in their relationships with Individuals supported by the Service, their families, staff members, and the wider community.

- A positive attitude towards working with persons with an intellectual disability and those on the Autistic Spectrum is a pre-requisite, thus enabling them to have a positive fulfilling lifestyle.
- Each person with an Intellectual Disability/on the Autistic Spectrum must be treated as an individual, at all times acknowledging their personal dignity, according them their full rights and privileges.
- An understanding that the person using services is responsible for directing his/her services; this is achieved in partnership with family members, the CEO or any other person designated by the CEO.
- An understanding of Social Role Valorisation as the quality and evaluation system that guide the provision of supports to people.
- An understanding of the New Directions model of day support services, as developed by the HSE. A willingness to work in promoting this model within your role under the supervision and direction of the CEO or designate.
- An understanding of the Statutory regulations for day and residential services.

Principal Duties and Responsibilities

- Promote the recognition of and respect the rights of individuals with an intellectual disability at all times. Ensure that the vision statement of Kingsriver Community is promoted and actively implemented.
- Participate in the planning and development of future service requirements within area(s) of responsibility as requested by the CEO.
- Participate in the development of the Strategic Plan for the service and ensure implementation of this plan in area(s) of responsibility.
- Develop and manage services by being proactive in learning about new developments and responding to individuals and the needs of families in area(s) of responsibility.
- Ensure services are planned and delivered in an individualised person centred and inclusive manner with active involvement from individuals supported by the Service and their families.
- Ensure the CEO 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. Provide an update/report on area(s) of responsibility e.g. staffing, Health and Safety etc.
- Lead and manage the planning process around individuals in area(s) of responsibility and ensure progression of individuals lives through their individual plans.
- Ensure individual plans are developed and reviewed for individuals in area(s) of responsibility.
- To promote the best use of the individual's funding and any other potential resources so as to most benefit the individual, taking the lead from their needs and goals as identified by themselves and those who advocate on their behalf.
- Being mindful of best practice and value for money, and to identify efficiencies in the services system.

Community Role

- Provide advice and education to community leaders and influencers in area(s) of community inclusion and active citizenship.
- Take a holistic approach working with staff, families, respite, residential and community services to meet goals which take place outside the hours of 9am to 5pm.
- Participate in local forums for collaboration and shared learning.

New Directions and Quality Assurance

- Ensure that Day Service provision in area(s) of responsibility is in line with New Directions Standards or any other relevant standards or legislation and remedy any non-compliant areas in a timely manner to ensure compliance with current legislation and standards.

Individuals Supported by Kingsriver Community

- Ensure team involvement and contribution towards the successful achievement of the organisation's objectives and plans are reflective of the individual's needs and preferences.
- Enable individuals to participate as equal citizens in all aspects of social and economic life to be part of their community.
- Ensure that effective personal plans demonstrate progression for individuals. Ensure individuals are challenged, encouraged and supported to try new experiences.
- Ensure that individuals are supported to access self-advocacy or independent advocacy services and are afforded opportunities for involvement in advocacy, locally and county wide.
- Challenge established ideas about disability. Encourage the opportunity for creative expression as a core element of support which best takes place in the community with others.
- Support individuals to have valued roles to enhance their sense of purpose, dignity and personal worth.
- Be flexible in working hours to accommodate Circle of Support meetings during the day, evening or at weekends as required and at venues to suit people supported and their families and friends. Include as wide a circle of support as possible (in line with the person's wishes) for individual planning meetings for people supported - if not in person, then via phone, email, skype etc.
- Social Role Valorisation is the theory of practice that underpins the work of the Kingsriver Community. To this end, be mindful of supporting people to have "normal lives in normal communities and actively support people to achieve meaningful social roles in their local community".
- Actively seek new interests and opportunities for people to interact in their communities in a positive and image enhancing way via social roles/volunteering, work, membership of groups/clubs, etc.
- Be familiar with and comply with all Kingsriver Community Policies, Procedures and Guidelines including Trust In Care, GDPR, Client Protection, Code of Practice for All Persons who Support Adults using our services.
- Ensure that staff within your area(s) of responsibility is aware of all organisational Policies, Procedures and Guidelines.
- Assist in formulating, implementing and evaluating Service plans/programmes in conjunction with the multi-disciplinary team.
- Support individual's health and wellbeing by empowering them with good knowledge and skills.
- Encourage individuals to establish a relationship with their General Practitioner.
- Develop local links and help educate and advise community health professionals to ensure the people we support achieve truly person centred health assessments.
- Support individuals to access education, training and work experience as part of their progression from personal support services to training and employment.

Flexibility

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of residents within the Community. We offer a continuous care and welfare support, 365 days per year to the people who live in Kingsriver Community.

Employees are expected to have a high level of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post in the Community are likely to change with the ongoing needs and developments of the Community. Employees will therefore be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time.

Confidentiality

In the course of the employment the post holder may have access to, or hear information concerning the medical or personal affairs of people who use services and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning people who use services, staff, or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.