



Down Syndrome Centre – Job Description

Post Clinical Services Manager

Salary: €23,500 – €26,800 DOE

Hours: 17.5 hrs per week, 9.30am – 1.00 pm, Monday – Friday (flexible)

Role: Permanent, Part time

Location: Based in Shrewsbury House, Old Bray Road, Cabinteely, Dublin 18

Responsible to: CEO

Job purpose:

- To manage the overall running of services and MDT within the Down Syndrome Centre and research & implement new areas of development that would assist in a child's progress and development.
- To provide individualised support to parents, families, carers, and professionals associated with Down syndrome, providing information and access to support the development of a child with Down syndrome.

Major accountabilities

1. To lead and support the MDT & service admin staff to ensure an efficient and professional service is provided in the DSC.
2. To identify and implement new services to enhance the development of a child with Down syndrome, incorporating all ages.
3. To review and update service procedures.
4. To respond to enquiries from parents and professionals for information and support within appropriate timescales.
5. Be first point of contact to new parents and deliver home visits when required.
6. To ensure all information relative to services is up to date on the website and on promotional materials.
7. Evaluate systems annually to ensure that best service is being delivered and monitored.
8. Manage the record keeping of statistical information and provide regular reports on evaluation of services for CEO & board or Management.
9. To liaise and collaborate with admin and fundraising teams.
10. Research, maintain and be familiar with up to date information on all legislation, entitlements and rights for people with Down syndrome, and update on website and promotional information sheets.
11. Ensure all Health & Safety requirements and service policies are up to date annually and adhered to and identify any new policies that need to be introduced.
9. Liaise with the Post Natal units in Leinster's maternity hospitals, health nurses and paediatrician's clinics to promote the services within the DSC.

10. Provide consultation visits to schools with parents when requested observing practice and providing feedback and ideas for improvement through the sharing of effective strategies in supporting children with Down syndrome.
11. Disseminate knowledge and understanding both internally and externally about policy and practice issues relevant to individuals with Down syndrome.
12. In conjunction with the MDT identify and develop new training topics
13. Review and develop training materials and ensure these are of the highest standard and in line with organisational expectations.
14. Develop agreed monitoring and evaluation of systems evidencing service quality.
15. Controlling use of all supplies and the proper use of all equipment.

Essential requirements:

- Professional Health Care qualification in Ireland relevant to Paediatrics.
- Have at least 2 year's experience in a managerial role coordinating a MDT.
- Have a knowledge of HIQA standards and regulations that apply to the Intellectual Disability service.
- Outgoing and friendly with strong empathy and communication skills.
- Ability to communicate verbally and by writing or signing with people with a learning disability
- Have a full clean driving license and access to a car.
- Be able and willing to travel as necessary and on occasion outside working hours.
- Strong knowledge and hands on experience with CRM systems, Clinical note keeping, excel, word etc

Desirable requirements but not essential.

- Experience of working with children/young adults with a learning disability for a minimum of 2 years in a senior role preferable with Down syndrome but not essential.
- A good knowledge base in the areas of education, health and social care issues

Please note: This job description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from an employee in the role. We reserve the right to require employees to perform other duties from time to time. In addition we reserve the right to vary or amend the duties and responsibilities of the post holder at any time, according to the needs of the organisation.

Background Information

The Organisation

The Down Syndrome Centre was set up in October 2014 by a parent who was frustrated in the lack of services available for two of his children who were born with Down syndrome. The centre was opened to fill this void in providing all the relevant services and support under the one roof.

The centre has a positive ethos where we concentrate on the abilities of a child and not their disabilities, and supports not just the child but embraces the whole family network.

We provide all therapies relevant to the development of children eg: Occupational therapy, Speech & Language Therapy, and Physiotherapy as well as providing a range of classes and services that include SKIP (Special Kids Intervention Programme), T21 Tots a mum and tots class, Baby Massage, and a range of different specialised camps.

Up to recently we had concentrated on early intervention, however now we have increased the age category up to 18 and looking to develop services relevant to this age group.

With no Government funding, the centre relies on their own annual fundraising initiatives run by a small fundraising team and the support of corporates and the general public. With over 200 children now accessing the centre on a weekly basis and having recently undergone a move to a larger premises due to the growing demand the need for developing roles in the centre has come to fruition.

We are now looking for a friendly, dynamic person who can work on their own initiative to take the services department into a new phase, growing the services as the children grow within the centre, and maintaining a smooth operation within the services department. This is an exciting new role for someone who wishes to work in a thriving environment that continues to grow and develop, making a real difference to the lives of so many children and their families.

What we offer:

- A rewarding and positive working environment
- Competitive rates of pay
- Free car parking
- Flexibility in contract hours
- Opportunities to be involved in events run by the fundraising team.
- Training and development opportunities.

Please email a cover letter and a copy of your Curriculum Vitae to CEO, Sharon Dagg

Email: sharon@downsyndrome.ie

For further information or if you have any queries about the role please contact Sharon by email or phone.

Phone: 01 661 8000