



Job Details

Job Title:	Manager – Buncrana & Letterkenny Day Services
Job Reference:	LHC051
Location:	Buncrana and Letterkenny Day Services, Co Donegal. Base to be agreed on appointment
Salary:	€49,500 - €57,000
Package:	25 days paid leave + 10 statutory days, Training & Development Opportunities.
Basis:	Permanent, Full time – 37.5 hours per week
Reporting to:	Director
Function/Department:	Operations

About the Role/Location:

Are you ready to make a real impact? Lumen HealthCare is thrilled to announce the opening of a brand-new Day Service this September, and we're looking for an enthusiastic and dynamic Manager. This is your chance to be part of something truly special from the ground up. The successful applicant will assume responsibility for the new Buncrana service and a well-established day service in Letterkenny. The manager's base will be agreed on appointment.

In this exciting role, you will be at the forefront of delivering person-centred support to individuals with Intellectual Disabilities. We're looking for someone who's highly motivated, really organized, and passionate about making a difference. If you have strong social skills and a genuine desire to lead a team dedicated to improving lives, we want to hear from you!

As the Manager, you'll be the driving force behind the daily operations, ensuring that every Service User receives the highest level of care and support. You'll work closely with a dedicated team, fostering a culture of excellence, compassion, and empowerment. If you're ready for a challenge that's as rewarding as it is exciting, this is the role for you!

Job Purpose/Summary:

- **Lead with Purpose, Drive Excellence:** As the Manager, you'll be the guiding force behind the day service, ensuring we exceed all standards and regulations. You'll be the one who sets the bar for compliance, quality, and care, making sure every aspect of our service meets the highest possible standards.

- **Transform Lives Every Day:** Your role is all about making a *real* difference. You'll be delivering top-tier, person-centred support that helps individuals with intellectual disabilities unlock their full potential. This is your chance to create life-changing opportunities and celebrate the victories of the people you support.
- **Be the Leader We Need:** We're looking for someone with strong leadership, organizational, and management skills—someone who thrives on taking initiative and driving positive change. You'll have the autonomy to make decisions, shape the direction of the service, and leave your mark on something truly special.
- **Autonomy to Thrive:** Work independently, take charge, and lead with confidence. You'll be empowered to make key decisions and set the pace for how we deliver care; all while being backed by an incredible team that shares your passion for excellence.
- **Impact Lives in Buncrana and Letterkenny, Co. Donegal:** You'll play a crucial role in supporting individuals with intellectual disabilities. From meeting their physical and emotional needs to empowering them to thrive, you'll be at the heart of their journey towards independence and fulfilment.
- **Design & Deliver Game-Changing Support:** You'll be the mastermind behind personalized, person-centred support plans, working directly with each individual to create a roadmap to success. By coordinating a dedicated team of Community Facilitators, you'll ensure every person gets the exact care and attention they need to thrive.

Key Responsibilities:

- **Champion Community Engagement & Active Citizenship:** Lead the way in making sure that every individual in our Day Service has the opportunity to actively engage with their community, creating meaningful experiences that drive positive outcomes and empower them to live their best lives.
- **Develop Person-Centred Plans:** Take charge in designing and refining personalized, person-centred plans that reflect the spirit and values of the *New Directions* model of day services, ensuring that every individual gets the support that's right for them.
- **Create Dynamic Support Programs:** Be a creative force in planning, developing, and delivering both individual and group support programs that are exciting, engaging, and tailored to meet the unique needs and aspirations of each individual.
- **Lead Comprehensive Assessments:** Dive deep into assessments to understand each service user's needs, identify the supports they require, and evaluate potential risks to ensure they have the tools to thrive every day.
- **Support Holistic Well-Being:** Take a well-rounded, multi-faceted approach to meeting the diverse needs of each individual, addressing their physical, emotional, and social needs to help them achieve their full potential.
- **Collaborate with a Team of Experts:** Work closely with a wide range of stakeholders, bringing together expertise to ensure that each individual receives top-notch care through a collaborative, multi-disciplinary approach.
- **Tackle Complex Needs with Care & Creativity:** Lead the way in managing complex needs, using Positive Behaviour Support techniques, and encouraging positive risk-taking to help individuals grow, learn, and achieve their goals.

- **Inspire and Lead Your Team:** Provide energetic, effective leadership and supervision to our Community Facilitators, guiding and coordinating their efforts to create and deliver personalized, life-changing support for every individual.
- **Create a Warm, Therapeutic Environment:** Bring your passion and energy to create a vibrant, therapeutic atmosphere, where everyone feels valued, supported, and empowered to succeed.
- **Maintain Top-Quality Documentation:** Ensure that all essential documentation, from health and safety to medication management, is meticulously maintained, ensuring the smooth operation and high standards of our services.

Requirements of the Role:

- **Experienced Leader with a Proven Track Record:** You've spent at least 2 years in a management or supervisory role in a health or social care setting, leading teams and overseeing operations.
- **Solid Qualifications to Back Your Expertise:** You hold a professional degree (minimum Level 7) in health or social care or a relevant equivalent qualification.
- **Experience in Report Writing & Management:** You're no stranger to writing detailed support plans, managing people, and juggling rosters like a pro. Your skills in this area ensure smooth, efficient operations and top-quality care delivery.
- **Driving Forward Success:** You have a full, current driving license and access to your own vehicle, enabling you to stay mobile and ready to take on the challenges of the role wherever they may arise.
- **Tech-Savvy & Knowledgeable:** With excellent IT skills, you're able to manage the documentation, reports, and data needed to ensure top-level care. Plus, you have a deep understanding of the legislative and regulatory requirements that guide the care sector.

Training and Development:

- **Shape the Future of Care:** You'll play a key role in mentoring and training new team members, ensuring they have the skills and knowledge to deliver outstanding care. Your commitment to training doesn't stop there—you'll help organize workshops and programs to continuously develop the team's capabilities.

Compliance & Documentation:

- **Accuracy is Key:** You'll help maintain accurate, up-to-date documentation of care plans, assessments, and other essential records, ensuring everything is in line with industry standards. You'll also keep the team on track to ensure timely and complete documentation.

Quality Assurance:

- **Lead the Charge in Quality Care:** You'll help implement initiatives that continuously improve the quality of care services. Regular audits and checks will keep you on top of quality standards, and you'll drive improvements wherever you see opportunity.
- **Ensure Consistent Excellence:** Through close collaboration with New Directions and internal quality monitoring teams at Lumen HealthCare, you'll help ensure our services are consistently delivering the best possible outcomes for individuals.

Communication & Collaboration:

- **Build a Strong Team Culture:** You'll foster a positive, collaborative work environment, making sure communication flows smoothly and everyone is working together towards the same goal—exceptional care.
- **Create Lasting Partnerships:** You'll work alongside other health and social care professionals, as well as families and friends, to ensure a partnership-based approach that benefits the residents and provides the highest level of support.

Conditions of Work:

- **Flexibility is Key:** This role requires a flexible approach to working hours, with your primary focus always being the safety, well-being, and care of individuals and the team. You'll adapt to the needs of the service to ensure smooth operations and support where it's needed most.

Job Description

Criteria	Essential	Desirable
Education/Training Qualifications	Professional qualification in Social Work / QQI Level 8 in Health and Social Care Management / First or Second level nursing / Occupational Therapy / QCF Level 5 Diploma in Leadership and Management in Health and Social Care. AND 2 years' paid experience in a management or supervisory	

	role in a similar health and social care setting.	
Experience	Understanding of the National New Directions Framework. 2 years' experience of working with adults who have Autism and / or an Intellectual Disability.	Experience of supervision of staff in a health and social care setting and financial management.
Skills & Competencies	Experience of report writing personal support plans, people, and rota management. Excellent IT skills	

This post is subject to satisfactory Garda Vetting.

All Applicants **must be currently** eligible to work in Ireland.

All applicants **must have** a full and clean Irish/UK Driving Licence or other relevant driving licence that allows them to drive in Ireland and meet the needs of Lumen HealthCare Insurance.