

The Sue Ryder Foundation, Ireland

Job Description for Position of: Scheme Manager

Location: Sue Ryder House, Kilminchy Village, Portlaoise, Co Laois.

Reporting to: Chief Executive Officer

Salary: €35,000

Contract: Permanent

Probation: 6 Months

Hours: 40 hours per week (Monday to Friday)

Leave: 20 days (not including bank holidays)







The Sue Ryder Foundation is one of the largest single provider of elderly accommodation in the voluntary housing sector. Established in 1979 in Ireland, the Foundation works to provide top quality, comfortable and supported accommodation which seeks to enhance the lives of our residents.

The Sue Ryder Foundation, uniquely in the voluntary housing sector, provides a four-course lunch every day, in addition to a laundry and apartment cleaning service.

Our six housing schemes are designed to accommodate the increasingly ageing population in Ireland and aims to not just add years to life, but life to those years. The residents of our schemes live fully independent lives aided by the supported environment provided by our staff and volunteers

Responsibilities:

The manager is responsible for the following:

-  The welfare of all residents in line with the criteria set out in its Policies.
-  To manage the day to day administration and financial management of the facility.
-  The management of all staff and contractors employed in the facility.
-  The maintenance and upkeep of the Foundation's premises at Kilminchy.
-  To raise awareness and promote the ethos of the Sue Ryder Foundation.
-  To insure that all voids are kept to a minimum.

Welfare of Residents

The welfare and happiness of all our residents is of paramount importance to the Sue Ryder Foundation. It is therefore important to operate an open door policy when it comes to their concerns and queries.

- Responsibility for answering all emergency calls from the resident personal alarms, and taking appropriate action
- Deal with any maintenance issues that occur in the resident's house
- Ensure that all the dietary needs of the residents are met and that the kitchen staff are aware of any specific dietary needs a resident may have such as Diabetes
- To act as a support to our residents with regard to queries they may have with regard to advice on social welfare issues and to keep informed on changes in legislation with regard to social welfare issues
- Ensure that all residents keep their rent up to date and that residents are issued with a receipt of payment where payments are made by cheque or cash
- All residents should be issued with a rent account every six months
- Arrange social activities for the residents

Administration and Accounting

Maintain proper records with particular reference to:

- Staff details
- Holiday and sick leave records
- Details of all residents
- Maintenance of proper financial records including
 - details of all receipts and payments
 - rent accounts
 - petty cash account,
 - details of all lodgements made
 - staff time sheets
- Liaise with Head Office with regard to staff time sheets, lodgements made, and any other accounting issues
- Attend Manager Meetings at head office and keep head office advised of any changes or concerns
- Maintain a proper filing system
- Liaise with Health Care professionals, Social Welfare professionals and any other advisory bodies with regard to our residents

- Answer queries from the public with regard to the services provided by the Sue Ryder Foundation
- Interviewing all potential new residents
- Maintain proper resident files and ensure that all residents have a tenancy agreement and that their personal file is kept up to date.

Staff Management

- Preparation of Staff Rota on a monthly basis
- Ensure that all staff have a job description
- Deal with any grievances or disciplinary issues
- Insure all staff are Garda vetted
- Maintain proper Staff records, annual leave records and sick leave records
- Recruitment and selection of any new staff

Property Maintenance

- Once houses are vacated insure that they are cleared by the residents next of Kin of any Furniture and personal effects
- Ensure that all vacated houses are redecorated and cleaned, in a cost effective way, in order to facilitate prompt reallocation
- Ensure that all unoccupied houses are checked systematically
- Ensure that the communal repairs are undertaken quickly and effectively
- Ensure that open spaces are maintained to the highest standard; liaise with local CES and TUS schemes in order to achieve this.
- Maintain Health and Safety requirements in accordance with Health and Safety policies.
- Undertake fire and other alarm system checks as appropriate

Raise awareness and promote the ethos of the Sue Ryder Foundation

As a voluntary housing body the Sue Ryder Foundation has a certain reliance on voluntary input and funding sourced in the local community. As such the Scheme Manager will

- Arrange fund raising events
- Promote the foundation in the local and wider community by holding local events
- Promote the foundation in a cost effective way

- Build up a relationship with local professionals who deal with the elderly

General

- Maintain confidentiality at all times
- Attend training as required
- Any other duties commensurate with the role of Scheme Manager

Interested applicants should submit their CVs to: Katherine at kward@srfi.ie

Closing Date: 16/9/19

