



Holy Faith Sisters Generalate

Aylward House, Glasnevin, Dublin 11, D11YEF11, Ireland.
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Marian House, Glasnevin - Designated Proprietor, on behalf of Holy Faith Sisters

Role Profile

Marian House, Glasnevin, is a registered Nursing Home with 26 residents. As a Holy Faith congregational facility, Marian House seeks to care for Sisters of the Holy Faith and other female residents in a comfortable, homely environment. Care of residents is provided in compliance with current best practice guidelines, supported by a team of qualified Nurses and Carers.

The values of dignity, respect, confidentiality, supportive enabling and friendliness inform all aspects of life in Marian House. Careful attention is paid to the spiritual, social, emotional and physical needs of residents, thus promoting the wellbeing of all while retaining as much independence as possible for each resident.

Job Title	Designated Proprietor/General Manager, Marian House
Position	This is a part-time position (equivalent to 20 hours per week)
Reports to	Congregational Leader, Holy Faith Sisters
Key Direct Reports	Director of Nursing supported by Deputy Director of Nursing, Nurses and Care Team, Catering, Clerical, Household and Maintenance Staff.
Job Purpose	<p>The Designated Proprietor is responsible for the operational management of the nursing home.</p> <p>The Designated Proprietor will ensure delivery of a high standard of safe, quality care to residents, in accordance with the mission statement, current legislation, and national standards.</p> <p>Duties of the post will include:</p> <ul style="list-style-type: none">• Ensuring excellent care,• Monitoring and motivating staff,• Coordinating business operations,• Formulating policies,• Allocating budget resources,• Managing operational costs,• Engaging with vendors,• Managing the hiring and training of employees,• Monitoring financial activities and• Improving administration processes.

Key Duties and Responsibilities	<ul style="list-style-type: none"> • Undertake the role and responsibilities of a Person Participating in Management (PPIM) in line with the Health Act 2007 as amended and the Health Information and Quality (HIQA) National Standards. • Oversee the organisation, management, and operations of all aspects of the nursing home on behalf of the Registered Provider. • Ensure the nursing home complies with the conditions of its registration • Lead and direct a team of staff to provide the highest quality of care in accordance with the ethos and values of Marian House and the Holy Faith Sisters. • Contribute to the overall quality of the nursing home by developing, implementing, and reviewing policies, plans, and strategies to meet the mission statement, regulatory requirements and residents' needs. • Implement good budgetary oversight and value for money by managing costs and monitoring financial data through monthly accounts • Manage any complaints and issues of concern in a fair and timely manner and in accordance with the relevant legislation and Marian House policy. • Engage with the Marian House Advisory Board at regular intervals throughout the year.
Knowledge/ Experience	<ul style="list-style-type: none"> • Qualification in Health Management, Nursing, Social Care or equivalent Health Sector qualification is essential. • Minimum of three years demonstrable experience in a management or supervisory capacity, in the areas of Health, Social Care or equivalent • Management qualification is desirable.
Skills/Abilities	<ul style="list-style-type: none"> • Experience in personal and professional development of staff • Familiarity with preparation and monitoring of budgets • Knowledge of risk management • Proficient in use of Information Technology • Experience in Human Resources Management.
Person Specification	<ul style="list-style-type: none"> • Leadership skills with the ability to motivate others. • Excellent communication skills with the ability to effectively relate to people at all levels. • Strong analytical, problem solving and organisational skills. • High level of integrity and accountability. • Flexible approach with the ability to cope with change.
<p>This Role Profile will be subject to review in the light of changing circumstances. The post holder may be required to perform other duties, as appropriate to the post, which may be assigned from time to time, and to contribute to the development of the post while in office.</p>	