



25 August 1998

**To: Personnel Officer – Each HB
Ms Melanie Pine – DOHC
Ms Emer Brady – DOHC**

Re: Resident Managers

Dear Sir/Madam

Subsequent to the issue of Labour Court Recommendation No. 15780 (copy enclosed), the HSEA and IMPACT entered into discussions regarding the application of the Recommendation to “individual cases” referred to in the final sentence. Those discussions have now been completed and agreement has now been reached. Details of the agreement are set out below.

Job Description

Copy of the agreed Job Description and Qualifications are attached (Appendix 1).

Salary Scales

The revised salary scales will apply with effect from 1st January 1997 (Appendix 2).

Structure

The centres will be categorised into three categories on the basis of the agreed criteria (Appendix 3).

Assimilation

- (i) Existing Resident Managers who, under the terms of the 1987 agreement, were paid in accordance with Grade V and VI scales in the clerical admin structure should be assimilated onto the new salary scales with effect from 1st January 1997. Assimilation will be on the basis of the nearest point of the appropriate new scale plus increment.
- (ii) A limited number of “individual cases” have been identified in the EHB, SHB and MWHB areas. These will be the subject of separate correspondence.

- (iii) Those on other scales will be assimilated onto the new scales with effect from 1st June 1998, if they are designated Resident Managers under the new arrangements.

Given the protracted nature of these discussions, I would be obliged if the necessary arrangements could be put in place for the revised salaries.

Yours faithfully

James Doran
HEAD OF INDUSTRIAL RELATIONS

encl.

ot/jd.0693

Manager, Children's Residential Home

Qualifications

Each candidate must:

- (a) be of good character;
- (b) be free of any defect or disease which would render him/her unsuitable to hold the office and must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service;
- (c) have a recognised qualification in a relevant discipline e.g. Child/Social Care, teaching, nursing, social work, psychology etc and at least five years relevant post-qualification experience;
- (d) have management skills, including financial management skills, and the ability to motivate and lead staff.

Note: Recognised qualifications in Child/Social Care are as follows:-

- (i) the National Diploma in Child Care awarded by the National Council for Educational Awards;

or
- (ii) the National Diploma in Applied Social Studies in Social Care (with appropriate practice placements) awarded by the National Council for Educational Awards;

or
- (iii) the Diploma in Child Care/Social Care awarded by the Dublin Institute of Technology;

or
- (iv) the Diploma in Applied Social Studies - Social Care (with appropriate practice placements) awarded by the Dublin Institute of Technology;

or
- (v) a qualification equivalent to one of the above.

Manager, Children's Residential Home *Cantie*

Job Description

Reports to:

- (i) Programme Manager, Community Care or other designated Officer

and/or

- (ii) Management Committee

Supervises:

Staff employed by or assigned to the Residential Home/Group of Homes/Area from time to time.

Works With:

Staff within the Health Board, particularly Child Care services staff and other relevant agencies.

Responsibilities

1. **Management**

- 1.1 To create and maintain a safe, caring and stable environment for the children/young people in the home and its constituent units;
- 1.2 To manage the home in accordance with Health Board policy guidelines and protocols and regulations made by the Minister for Health under the Child Care Act 1991 and other relevant legislation;
- 1.3 To ensure that the programmes of care for each child/young person are agreed, implemented and monitored regularly;
- 1.4 To promote the rights and responsibilities of each child/young person within the unit;
- 1.5 To comply with agreed admissions and discharge policies to the home as stipulated in the service agreements and regulations;
- 1.6 To participate in the on-going planning for the home and use of its resources and in the monitoring and evaluation of the home's performance, particularly in regard to policy objectives.

- 1.7 To plan for the future of the child/young person in the home, in consultation with the child/young person, family, staff and appropriate services/agencies;
- 1.8 To provide such reports, statistics and information as the management committee/health board or Department of Health may require from time to time.

2. Financial Management

- 2.1 To manage the budget for the home, in compliance with approved budgetary procedures, and ensure that optimum benefit is achieved from available resources;
- 2.2 To ensure that expenditure is controlled within agreed cash limits and in compliance with approved procedures;
- 2.3 To maintain such records as are required by the health board or the Minister for Health and to ensure that such records are at all times available for inspection by a duly qualified person;
- 2.4 To ensure that appropriate financial information is provided to the management committee, health board or Department of Health as required.

3. Staff Management

- 3.1 To manage the designated staff resources, ensuring that staff levels and skill mix are appropriate and within the resource allocation;
- 3.2 To participate in the recruitment, selection and appointment of staff, in conjunction with the management committee or health board as appropriate;
- 3.3 To identify and act on training and development requirements for all staff and set-up appropriate in-service training programmes;
- 3.4 To maintain staff records and ensure that conditions of service and pay are within guidelines laid down by the health board and the Department of Health.

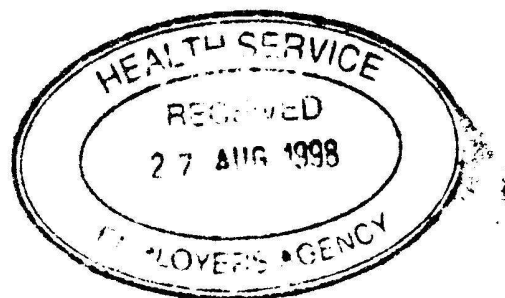
4. General

- 4.1 To be responsible for the maintenance and upkeep of the premises, furniture, vehicles and equipment and adherence to local authority fire safety and other standards specified by regulation;
- 4.2 To ensure compliance with the provisions of the Health, Safety and Welfare at Work Act (1989) and other relevant legislation;
- 4.3 Such other duties as may be assigned from time to time by the management committee or Chief Executive Officer or other designated Officer.

APPENDIX 2

RESIDENT MANAGERS SALARY SCALES

| | 01/01/97 | 01/07/97 | 01/04/98 | 01/07/98 |
|--------|----------|----------|----------|----------|
| Cat-1 | | | | |
| 23,000 | 23230 | 23491 | 23811 | 24346 |
| 23500 | 23735 | 23996 | 24328 | 24876 |
| 24100 | 24341 | 24602 | 24950 | 25511 |
| 24600 | 24846 | 25107 | 25467 | 26040 |
| 25100 | 25351 | 25612 | 25985 | 26569 |
| 25600 | 25856 | 26117 | 26502 | 27099 |
| Cat-2 | | | | |
| 24000 | 24240 | 24501 | 24846 | 25405 |
| 24600 | 24846 | 25107 | 25467 | 26040 |
| 25100 | 25351 | 25612 | 25985 | 26569 |
| 25700 | 25957 | 26218 | 26606 | 27205 |
| 26300 | 26563 | 26824 | 27227 | 27840 |
| 26900 | 27169 | 27430 | 27848 | 28475 |
| Cat-3 | | | | |
| 25100 | 25351 | 25612 | 25985 | 26569 |
| 25700 | 25957 | 26218 | 26606 | 27205 |
| 26300 | 26563 | 26824 | 27227 | 27840 |
| 25900 | 26159 | 26420 | 26813 | 27416 |
| 27500 | 27775 | 28036 | 28469 | 29110 |
| 28100 | 28381 | 28642 | 29091 | 29745 |



APPENDIX 3

Revised 28/6/96

19/9/96

TABLE OF CATEGORIES OF RESIDENTIAL CENTRES

| Health Board/ Residential Centre | Management | Category 1 | Category 2 | Category 3 |
|---|--------------------------------|---------------|---------------|---------------|
| EASTERN | | | | |
| An Grianan, 369 Collins Avenue, Whitehall, Dublin 9 | Sisters of Our Lady of Charity | | X | |
| Blaithin, Grace Park Road, Dublin 9. | Sisters of Our Lady of Charity | X | | |
| Don Bosco House, 57 Lower Drumcondra Rd., Dublin 9. | Salesian | | X | |
| Don Bosco House, 12 Clontarf Road, Dublin 3. | Salesian | | X | |
| Don Bosco House, Aftercare Project, Blessington St., Dublin 7. | Salesian | X | | |
| Don Bosco House, Aftercare Project, Nephin Road, Dublin | Salesian | X | | |
| Los Angeles, Conyngham Road, Dublin 8. | Los Angeles Society | X | | |
| Los Angeles Soc., 1, Temple Terrace, Dalkey, Co Dublin. | Los Angeles Society | X | | |
| Los Angeles, 22 Newton Avenue, Blackrock, Co. Dublin. | Los Angeles Society | X | | |
| Miss Carr's Home, Northbrook Road, Ranelagh, Dublin 6. | Management Committee | X | | |
| Mrs. Smyly's Home, Glensilva, 95 Monkstown Rd., Co. Dublin. | Management Committee | | X | |
| Mrs Smyly's Home, Racefield House, 3 Lr Mountown Rd, Co Dublin. | Management Committee | | X | |
| Mrs Smyly's Home, (2 Flats) | Management Committee | X | | |

| | | | | |
|---|--|---|---|---|
| Daughters Of Charity, 5-7 The Avenue, Royal Oak, Santry, Dublin 9. | Daughters of Charity | X | | |
| St. Anne's, Kilmacud, Co. Dublin. | Sisters of Our Ladies of Charity | | X | |
| St. Clare's "La Verna", 76 Harold's Cross Rd, Dublin 6. | Sisters of St. Clare | X | | |
| St. Kyran's, Rathdrum, Co. Wicklow. | Sisters of Mercy | | X | |
| Lakelands- St Mary's Residential Homes, 26/28 Park Ave, Dublin 4. | Irish Sisters of Charity | | X | |
| Goldenbridge, Inchicore, Dublin 8. | Eastern Health Board | | X | |
| The Cottage Home, Tivoli Road, Dun Laoghaire, Co. Dublin. | Management Committee | | X | |
| Bartres, Kill-O-The-Grange, Blackrock, Co. Dublin. | Sisters of Our Lady of Charity | | X | |
| Aislinn Aftercare Project, 2 Potter Road, Dun Laoghaire, Co Dublin. | Sisters Of Our Lady Of Charity | X | | |
| 58 Balally Ave, Dundrum, Dublin 14. | Eastern Health Board | X | | |
| Crossfields House, Palmerstown, Dublin 20. | Eastern Health Board Temporary Residence | | X | |
| Owendohar House, 18 Fonthill Abbey, Rathfarnham, Dublin 14. | Eastern Health Board | X | | |
| Killinarden House, Palmerstown, Dublin 20. | Eastern Health Board | | | X |
| Newtown House, Newtownmountkennedy, Co. Wicklow. | Eastern Health Board | | | X |

| | | | | |
|---|--|---|---|---|
| Glenview, Blakestown Road, Mulhuddard, Co Dublin. | Eastern Health Board | X | | |
| 88 Brookwood Avenue, Killester, Dublin 5. | Eastern Health Board Temporary Residence | X | | |
| 55A Gracepark Meadows Drumcondra, Dublin 9. | Eastern Health Board | X | | |
| Crosscare, 64 Eccles St., Dublin 1. | Crosscare | | X | |
| Crosscare, Lennox St., Dublin 8. | Crosscare | X | | |
| Crosscare, Rathgar Avenue, Dublin 6. | Crosscare | X | | |
| Tabor House, Seville Place, Dublin 1. | Tabor Society | | X | |
| Child Care Centre, Amiens Street, Dublin 1. | St Vincent de Paul <i>EHB</i> | | X | |
| Tallaght Residential Project, 108/109 Cushlawn Park, Tallaght, Dublin 24. | Eastern Health Board | | X | |
| Ballymun Res Project, 163/4 Balcouris Road, Dublin 11. | Management Committee | | X | |
| Homeless Girls Society Ltd, Sherrard House, Upr. Sherrard Street, Dublin 1. | Homeless Girls Society | | X | |
| Glen House, Naas, Co Kildare. | Eastern Health Board | | | X |
| Lefroy House, Eden Quay, Dublin 1. | Salvation Army | X | | |
| Lisdeel Centre | Daughters of Charity of St Vincent De Paul | | X | |

| | | | | |
|---|-------------------------------|---|---|--|
| Focus Point 'Off the Streets', Project | Focus Point | | X | |
| Streetline Hostel, 556 North Circular Road, Dublin 7. | Streetline | | X | |
| Cleevaun, Naas, Co Kildare. | Eastern Health Board | | X | |
| Parkview House, North Circular Road, Dublin 1. | Eastern Health Board | | X | |
| Services For Travellers | | | | |
| Derralossary House, Roundwood, Wicklow. | Traveller Families Care | X | | |
| Ballyowen Meadows, Palmerstown, Dublin 20. | Traveller Families Care | X | | |
| MIDLAND | | | | |
| Chester Lodge, Auburn, Ashling, Carberry Lodge.(4 Units under 1 manager) | Midland Health Board | X | | |
| MID-WESTERN | | | | |
| Mount St.Vincent, O'Connell Ave, Limerick. | Sisters Of Mercy | | X | |
| Rosemount Hostel / Emergency Hostel, 60 Clare Street, Limerick. (2 Units under 1 Manager) | Good Sheperd Sisters | | X | |
| NORTH EASTERN | | | | |
| Drogheda Children's Centre, Chord Road, Drogheda.(2 Units, 1 Manager, Valhalla House & Westcourt Unit) | North Eastern Health Board | | X | |
| Abbeygrove Crisis Intervention Centre, Abbeygrove, Navan, Co Meath. | North Eastern Health Board | | X | |

| | | | | |
|---|-------------------------------|---|---|--|
| NORTH WESTERN | | | | |
| Lies na Cig 1 Glendallen, Ballytinnan Sligo | | | X | |
| Teach Trasna, John Street, Sligo. | Voluntary Comm | X | | |
| SOUTH-EASTERN | | | | |
| Walnut Grove, Wexford. | South Eastern Health Board | X | | |
| Dochas, Waterford. | Dochas | | X | |
| St Michael's, Cappoquin, Co Waterford.(2 Units-1 Manager) | Mercy Order | | X | |
| St. Bernard's, Fethard, Co Tipperary.(Interconnected Units -1 Manager) | Presentation Sisters | | X | |
| St Joseph's, Waterford Road, Kilkenny.(3 Units under 1 Manager, 1 Unit = Category 2, 2 Units = Category 1) | Sisters Of Charity | | X | |
| SOUTHERN | | | | |
| Riverside, Oak Park, Tralee, Co. Kerry. | Southern Health Board | | X | |
| Deenagh House, Port Road, Killarney. | Sisters Of Mercy | | X | |
| 24 Westcourt, Tralee, Co Kerry. | Sisters Of Mercy | | X | |
| 23 Woodlee, Tralee, Co Kerry. | Sisters Of Mercy | | X | |
| St Joseph's, Mallow, Co Cork.. | Mercy Order | | X | |
| St Joseph's, Passage West, Cork. | Sisters Of Mercy | | X | |
| Prospect Lodge, Shanakiel, Cork. | Southern Health Board | | X | |
| St Colmans, Rushbrook, Cobh, Cork. | Mercy Order | | X | |

| | | | | |
|---|--|----|---------------|---|
| Unit 6, St Stephens Hospital, Sarsfield Court, Glanmire. | Southern Health Board | | | X |
| WESTERN | | | | |
| Aisling & Loyola, Ballyloughnane, Renmore, Galway. | Sisters Of Mercy | | X | |
| Aras Geal, Lower Salthill, Galway. | Western Health Board | | X | |
| Aglish House, Castlebar, Co Mayo. | Castlebar Social Services Council | | X | |
| <u>Services for Homeless</u> | | | | |
| Rice House, 58 Upper Newcastle Road, Galway. | Galway Youth Service | | X | |
| TOTAL | | 24 | 41 | 4 |

= 72 in
total.

L10

Category One

- Unit catering for young people preparing to leave care.
- Unit providing semi-independent accommodation.
- Units catering for children and young people not included in categories two and three.

Category Two

- Unit catering for moderately disturbed/difficult children - children present with frequent management difficulties, emotional distress.
- A number of inter-connected units, with one overall Manager.
- Unit catering exclusively for out of home young persons, aged 12+.
- Unit providing assessment/emergency admissions.

Category Three

- Unit catering for severely disturbed children/young people. Children will present with serious and persistent challenging behaviour, a persistent history of absconding and self-harm.
- Units providing care in a semi-secure/secure environment, with education and recreation provided on site.