

CANDIDATES INFORMATION BOOKLET
PLEASE READ CAREFULLY

The Oberstown Children Detention Campus intend to hold a competition for the purpose of recommending persons for appointment and to form a panel for the position of:

CLINICAL NURSE MANAGER (CNM1)

OBERSTOWN CHILDREN DETENTION CAMPUS
IRISH YOUTH JUSTICE SERVICE
DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS

CLOSING DATE: Thursday 23 May 2019 @ 3:00pm
Late applications will not be accepted

The Oberstown Children Detention Campus is committed to a policy of equal opportunity.

Oberstown Children Detention Campus

Information Note

Oberstown Children Detention Campus (Oberstown) provides a safe and secure environment for young people sentenced or remanded by the Courts. The facilities are located on a single site in Oberstown, Lusk, Co Dublin. Oberstown is funded by the Irish Youth Justice Service (IYJS), which is an office within [the Department of Children and Youth Affairs](#). Oberstown is subject to a single Board of Management which is appointed by the Minister for Children and Youth Affairs.

The principal objective of the campus under the [Children Act 2001](#) is to provide care, education, training and other programmes for young people under 18 years of age, with the aim of reintegrating them back into the community, capable of making a positive and productive contribution to society.

The proposed appointments to the grade of Clinical Nurse Manager (CNM1) will be made by the Oberstown Board of Management. It will be a condition of appointment that the employees concerned will be available for deployment as authorised by the Board to any unit within the campus.

Development of the Oberstown Children Detention Campus

At present, the existing Oberstown Children Detention Campus is responsible for detention and remand of young people up to 18 years.

More information on the Oberstown Children Detention Campus and the Irish Youth Justice Service is available on www.iyjs.ie, www.dcy.gov.ie and at www.oberstown.com.

Clinical Nurse Manager (CNM1) in the Oberstown Children Detention Campus

| | |
|-------------------------------|-------------------------------|
| Job Title and Grade: | Clinical Nurse Manager |
| Competition Reference: | CNM1 23/05 |
| Closing Date: | Thursday 23 May 2019 @ 3:00pm |
| Location of Post: | Oberstown, Lusk, Co Dublin |

Employer

The person appointed will be employed by the Board of Management of the Oberstown Children Detention Campus.

The role of the Clinical Nurse Manager 1 (CNM1)

To deliver a comprehensive nursing service to the Campus on a day to day basis. To advise, encourage and facilitate young person's care programmes to achieve the maximum outcomes, ensure that the appropriate nursing practice, care implementation and planning are effective and are done in conjunction with the multidisciplinary team.

Principal Duties and Responsibilities

- To be directly involved in frontline care of children and young people, including those with behavioural difficulties, in a secure care setting
- Provide an integrated and holistic primary healthcare service to each young person detained on the campus
- To carryout duties in line with the Oberstown Children Detention Campus policies and procedures, in particular the Safeguarding and Children First policies
- Develop and maintain professional working relationships with colleagues, children and young people, and their families
- Work in partnership with colleagues and other professionals to meet the social, emotional, educational, health and mental health needs of the children and young people
- Co-ordinate and attend dental, optical doctor and hospital appointments for young people in detention as required and provide follow up service such as the administration of prescriptions etc.
- Provide and co-ordinate medical reports and full medical history from GP service for young persons including from previous placements if applicable.

- To meet the court requirements regarding the health status of young people in detention through a thorough healthcare assessment within the timeframe requested.
- Provide assessments for young person's Review and Case Conferences.
- Deliver a comprehensive and variety of preventative health education programmes to all staff and young people in detention in conjunction with other aspects of their care programme.
- Provide full admission and discharge profile for each young person and update on re-admission as required.
- Ensure the proper control, security and administration of all drugs and medicines. This includes the keeping of accurate records of all drugs administered and kept in stock.
- Provide ante-natal care for all pregnant young people
- Working in accordance with the *Standards and Criteria for Children Detention Schools 2008*, relevant legislation and co-operate with any inspection process
- Other duties commensurate with the level of responsibility that may be assigned from time to time.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Eligibility Criteria

Qualifications and/or experience

Each candidate for the post must have:

- A current registration in the General Division of the Register for Nurses kept by An Bord Altranais or be eligible to be registered;
- A minimum of 3 years post registration experience;
- The ability to maintain dignity, privacy and respect of all young people and staff;
- Excellent administrative, communications and interpersonal skills.
- Must possess appropriate ICT Skills, e.g. proficiency in Word, Excel, e-mail etc.
- Fluent speaking in the English language

It would be an advantage where a candidate has:

- Experience of working with children and particularly of working with children in challenging situations;
- Qualifications and experience in psychiatric nursing;
- Experience in management.
- Evidence of ability to comply, including registration, with all relevant bodies regulating health and social care professionals, as in force at the closing date for applications or introduced at a later date (e.g. under the Health and Social Care Professionals Act 2005);
- A knowledge and understanding of relevant legislation and policy in relation to the detention and care of young people.

Driving Licence

Successful candidates will be required to hold a current full clean manual Driving Licence – Category B, prior to commencement of employment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

Communication

Candidates must have a good command of the English language

Skills and Personal Attributes

Candidates should possess the following skills and attributes:

- The ability to work both independently and as part of a team;
- A problem solving approach and attitude;
- The ability to respond rapidly to situations;
- Reliability and trustworthiness;
- Empathy, compassion and maturity;
- A flexible, creative and solution focused approach to working with young people;
- A positive and optimistic attitude to working with young people at risk who present with challenging behaviours;
- A commitment to continuous professional development.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Self-Assessment Questionnaire for CNM1 candidates

Could you do the following?

- **Work in a role with extraordinary variety**
- **Act with discretion and treat information in a confidential manner**
- **Develop a range of new skills that you can apply in your role**
- **Understand the relevant legislation and apply it in your role**
- **Perform CPR, having received the appropriate training, on a critically injured person**
- **Maintain a good level of physical fitness**
- **Understand that in the role you will have to deal with negativity but need to maintain a positive perspective**
- **Build close working relationships with your colleagues**
- **Maintain your composure, even when severely provoked**
- **Work when rostered on duty on weekends and public holidays, including Christmas and Easter**
- **Build close professional relationships with children and young people who have been in difficulty with the law**
- **Be fully competent and capable of undertaking the duties attached to the position**

Terms and Conditions of Employment

Tenure

Appointment is as an employee of the Board of Management of the Oberstown Campus.

The appointment is to a whole-time permanent position.

Successful candidates shall serve a minimum period of 12 months on probation (see below).

The employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position.

Remuneration

The salary for this post ranges from €45,178 - €53,241 per annum.

Allowances specific to this post are payable. These include Secure Unit Allowance and allowances for working unsocial hours.

The rates of remuneration and allowances may be adjusted from time to time in line with Government pay policy.

Working Week

Hours of attendance will be fixed from time to time but will amount to not less than an average of 39 hours gross per week.

Successful candidates will be required to work on a roster, including Saturdays, Sundays and public holidays, and such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The annual leave allowance for this position is 25 days per annum.

Superannuation

With effect from 1 January 2013 all new recruits to the Public Service will be members of the Single Public Service Pension Scheme ("Single Scheme"), as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Probation

Successful candidates shall serve a minimum period of 12 months on probation.

Should the CNM1 services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the nurse will be finally appointed, on completion of the period.

Should the CNM1 services be unsatisfactory, the appointment may be terminated at any time during the probationary period.

All employees will comply with supervision and any Performance Management Development system in place.

Official Secrecy and Integrity

Clinical Nurse Manager (CNM1) will be subject to the Official Secrets Act, 1963 as amended by the provisions of the Freedom of Information Act, 1997, the Freedom of Information (Amendment) Act, 2003 and the Ethics in Public Office Acts, 1995 & 2001.

Applicants from outside the European Economic Area

While the Board of Management will be an equal opportunities employer, in line with current Department of Jobs, Enterprise & Innovation work permit requirements, offers of appointment to non European Economic Area (EEA) citizens will only be made in the event that an EEA citizen cannot be found to fill a vacancy.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway.

For more details on EEA countries please see below or visit the Department of Jobs, Enterprise & Innovation www.djei.ie

European Economic Area Nationals

EEA nationals who do not require work permits / visas / authorisations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Switzerland and Romania

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a pre-employment medical examination by a qualified medical practitioner to be nominated by the organisation.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

GDPR Privacy Statement- Recruitment Process**Purpose of Processing**

Oberstown Children Detention Campus conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit an application for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

Recipients

The following shall receive your information for reasons outlined below:

| Recipient | Reason |
|----------------------------------|---|
| HR (internal) | Storing application, acknowledging responses and corresponding with applicants |
| HR (external Service provider) | If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process |
| Interview Panel | The Interview Panel will receive your applications to conduct shortlisting and assessing applicants |
| Referees | Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference. |
| Occupational Health Practitioner | We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment |

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

For unsuccessful candidates, applications and correspondence shall be retained for 12 months. For successful candidates, their application will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

Your GDPR Rights in Relation to this Process

| Right | Explanation |
|---------------|--|
| Access | You can request and receive access to the information requested in the process at any time. |
| Portability | You can request and receive a copy of this data, in electronic/transferable format, at any time |
| Erasure | You can request the data held be erased. We have outlined the anticipated retention period above. |
| Rectification | You can have any incorrect information, due to this being updated or otherwise, to be corrected. |
| Objection | You can object to this information being processed |
| Complain | You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland. |

Data Protection Acts 1988 & 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and your application remains in Oberstown. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:

Data Protection Controller
 Oberstown Children Detention Campus
 Oberstown
 Lusk
 Co Dublin

Ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Oberstown Children Detention Campus'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

**Management Reporting Relationship,
 Oberstown Children Detention Campus, Oberstown**

