

Job Description – Facility Manager and Clinic Access

Characteristic and Values:

Pragmatism, Lack of Prejudice, Optimism, Boldness, Enthusiasm, Committed, Kindness, Positivity, Self-awareness, Sense of Social Justice, Sense of humour, Compassion, Integrity, Empathy, Tenacity, Imagination, Respect, Openness, Patience and Idealism

- Do you want a job where you can make a difference?
- Do you aspire to the characteristics and values above?
- If so, come work for Safetynet Primary Care!

Job title:	Facility Manager & Clinic Access
Particulars of Office:	Full time (35 hours per week) Permanent Contract (following 6-month probationary period)
Report To:	Services Manager

Safetynet Primary Care Vision

Safetynet Primary Care is a Medical Charity providing services to those in our society most in need of health care but without access to appropriate care. Safetynet innovatively removes barriers by bringing healthcare to homeless people and vulnerable groups in hostels, food halls and drop-in services and by providing a mobile health service to rough sleepers. Safetynet has developed a significant Migrant Health service providing health assessment screening and GP clinics to vulnerable migrants, refugees and asylum seekers. We advocate for an inclusive health system and work towards integration of our patient's health care to the mainstream services.

Safetynet Primary Care is an equal opportunities employer.

Role Summary

Safetynet Primary Care are seeking an experienced individual to ensure the smooth running of the newly refurbished head office and clinic space in Dublin 1. Including implementation of planned and cyclical maintenance programmes, this is a dual role that also requires the individual to oversee/manage public access to the building when medical clinics are operating. Reporting to the Services Manager, the Facilities Manger will ensure that the property leased by Safetynet is of the highest quality and all works carried out are within budget, and of a high standard.

Principle Duties & Responsibilities

Property Management

- To develop and deliver annual caretaking and maintenance plans for the property.
- To ensure that all systems are maintained and serviced on a regular basis as required, including but not limited to fire safety, heating, CCTV and accessibility.
- To carry out regular, documented property inspections to ensure that the property is maintained to the highest standard.
- To oversee and manage minor upgrade and repair/refurbishment works.

Clinic Access

- To provide support to the GPs/Nurses/Medical Administrators and on duty receptionist managing entry/waiting area and exit of patients in the property.
- To be a visible reassuring presence for staff and patients during the operational hours of clinics
- To ensure patients (and any identified accompanying person) are welcomed, directed to reception, and advised of clinic location
- Responding efficiently and effectively to fire drills, external and internal disasters and/or drills, trauma alerts, emergency response codes, etc.
- Maintaining self-control in stressful situations
- Managing verbally or physically aggressive situations without injury to patients and staff, using verbal intervention/de-escalation skills, remaining calm, exercising judgment, and avoiding unnecessary physical force and abusive language
- Securing all property doors at the specified hour and unlocking all doors at the prescribed hour.

Health and Safety

- Responsibility for the completion of all works identified during routine Health and Safety inspections.
- Attend organisational Health and Safety Committee providing regular reports and updates.
- Ensure all property related health and safety documentation is maintained and up to date.
- To provide support and training to all staff in relation to practical health and safety measures including fire drills and other procedures
- Promote a culture of health and safety across Services ensuring Health & Safety standards are met and maintained within the services in accordance with SafetyNet Health & Safety obligations.

Budgeting

- Oversee the Stock Condition surveys in the property to allow for scheduled ordering and replenishment.
- Support the Service Manager to develop and maintain annual property maintenance and caretaking budgets

Third Party Engagement

- Create and manage a list of approved contractors who can carry out essential and emergency repairs.
- Liaise with Service Manager to ensure that they maintain structure of properties in line with lease agreement.
- Co-ordinate the delivery, storage and distribution of stock deliveries, donations, kitchen supplies and other items for smooth day to day operations.

Administration

- Comply with all requirements in relation to all the appropriate paperwork for the service such as accident/incident reports, etc.
- Maintain an up-to-date records on all relevant service and maintenance contracts.
- Report to the Service Manager - for individual support, supervision, performance appraisal and working within the parameters of this role specification.

Note

These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. From time-to-time, the post-holder may need to undertake other duties commensurate with the post, as designated by Senior Management Team.

Selection Criteria

Person Profile

SafetyNet are seeking an experienced and organised individual to be responsible for the management and maintenance of the property.

The ideal candidate will

- be highly organised with the ability to prioritise,
- have experience in facilities management/working with the public/customer service in a healthcare or social care setting, or similar,
- have a social conscience and passion for working with people.

Core Competencies and Skills Summary Criteria

- Facilities and Property Management experience
- Knowledge and experience in organisational effectiveness and service management with the ability to work under own initiative
- Strong decision-making skills
- Excellent communication, interpersonal and people skills
- Exceptional relationship building skills and an ability to build positive relationships with a diverse range of people from a variety of backgrounds and cultures
- Access to a car is desirable, but not essential
- Interest in the mission and vision of SafetyNet
- IT skills, including MS packages

Note

If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet everything above, please do still get in touch so we can discuss further how you may be a fit.

Remuneration and Benefits

Remuneration

A competitive salary commensurate with experience is offered for this role.

Non-pay Related Benefits

- Fulfilling and challenging environment
- Sick Pay Scheme (following probationary period)
- Minimum 25 days Annual Leave
- Defined Contribution Pension Scheme (after probationary period)
- Line Management Supervision
- Learning and Development opportunities
- Paid Family Leave (Maternity, Paternity, Adoptive, Force Majeure and Compassionate Leave)
- Educational Assistance (Study and Examination Leave, scholarship foundation)
- Hospital Saturday Fund enrolment

How to apply

Apply with CV and letter of application to careers@primarycaresafetynet.ie by 17th June 2024