



Volunteer/Member Role Description

St Dominics Conference - Newbridge Day Care Centre

Role: SVP Conference Member - Management Committee

Overview of The Service:

St Dominics Conference oversees the following service:

1. Newbridge Day Care Centre

Newbridge Day Care Centre

Our Centre offers a wide range of day activity and social care support services for older persons in the Newbridge area. This includes transport service, in house meals, day activity services that take place in the centre and a Meals on Wheels service. These activities include social, physical and educational programmes aimed at addressing the needs of our patrons. The centre is open Monday to Friday, engaging patrons from 10am to 3pm and can cater for up to 30 patrons per day.

Our aim is to provide patrons with a social environment and outlet where they engage in activities to develop skills which help improve their physical health, while maintaining their mental capacity, as well as their physical, social and emotional wellbeing. We also aim to provide patrons with a healthy, nutritious and tasty meal each day that caters for their physical health and wellbeing.

Overview of the Conference (Management Committee) Roles

Volunteers share their time, their passions, and their skills in a particular way to support our work through their involvement and membership of the SVP Conference in charge of the services. Our SVP conference acts as the Management Committee of the services.

The Management Committee have overall responsibility for the effective, efficient, safe running of the Day Care Centre in compliance with the SVP Rule and all SVP policies and procedures e.g., safeguarding, HR, health, and safety, GDPR etc, HSE regulations (Section 39 of the Health Act), legislation as it relates to older persons services and care of the elderly. The Management committee will appoint a Conference President (chairperson) to lead the team and act as the main point of contact on the committee.

Key Tasks & Responsibilities:

For All Members

- To operate within the Vincentian ethos of SVP
- To ensure good governance is maintained at all times across our services.
- To oversee the operational plan of the day care centre with the aim of providing the best quality service for our patrons.
- Approve key decisions, such as policy development, annual financial statements etc.
- To ensure the services operate in line with and is compliant with the SVP Rule, all SVP policy, HSE regulation and legislation specific to the day care centre.
- Contribute to the Committee operating effectively and efficiently in the best interests of the clients who use the service.



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- Ensure the protection and welfare of vulnerable adults availing of our services by ensuring SVP's policies and procedures in Safeguarding are upheld and reporting any safeguarding concerns to the Designated Liaison Person (DLP).
- To support all and any staff who work in the services while monitoring the activities and effectiveness of management.
- To ensure all volunteers who work in the services are supported appropriately by staff and management.
- Familiarise yourself with the Code of Conduct and adhere to this.

Key Roles to taken on by Individual Committee Members

1. Conference President (Chairperson)

- Embrace and promote the ethos of the Society.
- Have good leadership skills.
- Have good communication skills.

The President must:

- Represent the service at area council meetings, and quarterly regional child & family services meetings.
- Ensure that internal SVP information and documentation is shared with all Conference members.
- Appoint, and rotate, officer roles including at least a vice-president; a secretary and a treasurer.

It is the responsibility of the President to:

- Act as direct line manager and support to any management staff employed by SVP in the services.
- Inspire the members to ensure that the work of the Committee is performed sympathetically, effectively and efficiently.
- Maintain strong links with the relevant Area Council, regional Child and family Committee and, where unable to attend, by delegating a representative of the Committee to attend
- On an on-going basis the President/Chair, should act as the key link between the Conference committee and the wider Society of St. Vincent de Paul, should communicate information to members about Regional and National Society events such as training and information sessions, national seminars, new policies etc.

2. Secretary

1. To convene meetings on a regular basis distributing an agenda, minutes and relevant documents in advance.
2. To take, record and disseminate accurate minutes of meetings (with the support of administration staff in the centre).
3. To support the President and Vice President in their work, supporting the line management of staff where necessary.



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Treasurer

1. Be familiar with SVP Finance Policy and Procedures and associated checklists.
2. Be familiar with HSE Finance guidelines and procedures for care centres (Service Level Agreement).
3. Undertake Treasurer training provided by SVP.
4. Oversee accurate accounts being kept by management in the services in line with SVP Finance rules, HSE guidelines.
5. Oversee an annual budget for the services, signing off on monthly expenditure and monthly bank reconciliations prepared by the service manager.
6. Oversee the production of annual financial statements and reports to be sent to SVP in a timely manner.

Safeguarding Support Officer

1. To be familiar with SVP 's Safeguarding Policies and Procedures and legislation in this area as it relates to our services for older vulnerable adults and support staff in ensuring these policies and procedures are implemented at all times (e.g training of staff and volunteer members), reporting to Board on such matters and giving reassurance in this regard.
2. To support an active Safeguarding Risk Assessment being in place and reviewed regularly with all additional controls and mitigation measures actioned appropriately.
3. To support and oversee a proactive safeguarding culture in the services.

Risk Management Support

1. To be familiar with SVP 's Risk Management Policies and Procedures and legislation in this area as it relates to our services for older vulnerable adults and support staff in ensuring these policies and procedures are implemented at all times (e.g training of staff and volunteer members).
2. Reporting to the management committee on such matters and giving reassurance in this regard.
3. To support and oversee a proactive Risk Management culture in the centre.
4. To support active Risk Assessment and Risk Registers being in place and reviewed annually with all additional controls and mitigation measures actioned appropriately.

Additional Specialist Roles

Quality Standards, Oversight & Support – Care Centre Activities

1. To support the staff to ensure that we are providing a quality care centre service to the older members of the day and that we continue to do so within best standards, practice, guidelines and regulations in all relevant and related areas associated to quality and safety.
2. Be familiar with HSE guidelines and regulations on best practice in standards of care for the elderly.
3. To ensure that clear procedures are in place in the service for monitoring and evaluating the quality and standard of care provided in the service on an ongoing basis.
4. To act as the 'Admissions and Discharge' Committee - reviewing all applications and authorising offers of service to new clients, to review care needs of clients with the centre manager on a



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regular basis, ensuring good communication pathways are active with families with regard to care needs and to oversee the implementation of the admissions and discharge policy and procedure in the centre.

Quality Standards, Oversight & Support – Meals on Wheels

1. To support the staff to ensure that we are providing a quality meals on wheels service to the older patrons of the service.
2. To ensure that we continue to do so within best standards, practice, guidelines, regulations and legislation in all relevant areas associated to food preparation and food safety.
3. To ensure that clear procedures are in place in the service for monitoring and evaluating the quality and standard of food provided in the service on an ongoing basis.

Key Skills, Experience & Qualities for all Committee members

1. Embrace and promote the ethos of the Society of Saint Vincent de Paul.
2. A strong commitment and enthusiasm for supporting older adults.
3. A relevant skill applicable to all aspects of effective management of the services offered
4. An understanding of the regulations and legislation in this area
5. A commitment to protecting and safeguarding vulnerable adults
6. An empathy towards the personal, social and/or physical development of the individual
7. A willingness to share your passion and particular skill applicable to your role.

Time Commitment

The exact times and dates will be agreed between the committee members and the chairperson. Volunteers are expected to share responsibilities on the committee and create an effective team overseeing the services. Additional time to undertake a variety of tasks allocated to individuals can be expected.

Induction & Training & Support

Volunteers will complete a comprehensive induction that will include reviewing the role description, volunteer agreement, the code of conduct, general operations of the service, health and safety information, and safeguarding procedures.

Volunteers will also receive a Volunteer Handbook detailing the policies and procedures of our Service that they should familiarise themselves with.

Volunteers will also complete safeguarding vulnerable adult and child protection training.

Key Requirements

1. Complete the SVP recruitment process which includes the application form, informal one to one meeting, reference checks and Garda Vetting.
2. Complete the full mandatory induction training (max 2 hours) and undertake any additional training provided by the Society from time to time, only where applicable and if necessary



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3. Complete Safeguarding Training as requested.
4. Adhere to the Society's ethos, mission statement, and policies and procedures.
5. Commitment to the personal, social and/or educational development of the individual
6. Belief that the best interests of those availing of our services are paramount.

Benefits

1. The opportunity to contribute positively in the lives of older members of our community to improve their overall well being
2. Personal and professional development in terms of confidence, patience, adaptability, leadership, communication, decision-making etc.
3. General happiness and satisfaction.
4. To make a difference in the lives of others
5. An opportunity to use and develop your own skills, passions and talents.
6. An opportunity to develop friendships and meaningful relationships with like-minded peers

You Can Contact The National Children and Family Services Support Coordinator at 085 855 6334