

SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Clinical Nurse Manager– Sophia Housing, Cork
Location/Base	<p>Kinvara House, Dublin Hill, Cork.</p> <p>This role will serve Gabriel Lodge, Ahiohill and Dominick Street, Cork City</p> <p>The successful candidate is required to travel to Ahiohil, Dominick Street and the acute hospital units on a weekly basis.</p>
About Sophia	<p>Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997.</p> <p>Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness.</p> <p>This role will support HSE Social Inclusion services. HSE Social Inclusion services are provided to vulnerable people who experience exclusion including Travellers, Roma, people who are homeless, people with addictions and Refugees, Asylum Seekers and Beneficiaries of Temporary Protection.</p> <p>The services available to people who experience homelessness</p> <ul style="list-style-type: none">• AHIT• Housing First• Homeless Services across Cork and Kerry• Gabriel Lodge• Dominick Street <p>The services available to people who have claimed asylum</p> <ul style="list-style-type: none">• Inreach to direct provision services.• The Migrant Health Screening Service provides a voluntary health assessment and catch-up vaccination service to International Protection Applicants residing in Direct Provision Centres in Co. Cork.• Applicants seeking International Protection who reside in congregated settings including Direct Provision Centres, Emergency Accommodation centres, and in the Community are served by this unit.• The Team currently offers on-site clinics in various settings in Cork City and County. It is envisioned that it may expand to Co. Kerry in the future.• The Team is composed of Community Doctors, Nursing and Clerical staff, with additional support from other sections of Social Inclusion, i.e.

	Community Workers, and Mental Health Professionals.
Reporting to	HSE Director of Nursing Social Inclusion (operationally and clinically)
Purpose of Role	The post of Clinical Nurse Manager 2 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area. The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional/clinical leadership.
Contract	Fixed term – 2 years
Salary	<p>The salary scale for the post (as at 01/06/2026) is:</p> <p>€62,699 - 63,737 - 64,615 - 66,048 - 67,633 - 69,189 - 70,745 - 72,497 - 74,123 - 76,921 - 79,227 LSI</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Hours	39 hours per week, Monday to Friday
Key Responsibilities	<p>Professional /Clinical</p> <ul style="list-style-type: none"> • Manage patient care to ensure the highest professional standards using an evidence based, care planning approach. • Provide a high level of professional and clinical leadership. • Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s). • Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines • Practice nursing according to: <ul style="list-style-type: none"> ○ Professional Clinical Guidelines ○ National and Area Health Service Executive (HSE) guidelines.

	<ul style="list-style-type: none"> ○ Local policies, protocols and guidelines ○ Current legislation <ul style="list-style-type: none"> • Manage own caseload in accordance with the needs of the post. • Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members. • Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. • Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. • Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy. • Plan discharge or transition of the service user between services as appropriate. • Ensure that service users and others are treated with dignity and respect. • Maintain nursing records in accordance with local service and professional standards. • Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. • Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures. • Maintain professional standards in relation to confidentiality, ethics and legislation. • In consultation with PIC and other disciplines, implement and assess quality management programmes. • Participate in clinical audit as required. • Initiate and participate in research studies as appropriate. • . Devise and implement Health Promotion Programmes for service users as relevant to the post. • Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
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	<ul style="list-style-type: none"> • Provide a high level of supervision and observation in the clinical area, identifying and correcting bad practice as it is observed <p>Health & Safety</p> <ul style="list-style-type: none"> • Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures. • Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being and which may be inhibiting the efficient provision of care. • Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc. • Ensure completion of incident / near miss forms / clinical risk reporting. • Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. • Liaise with other relevant staff e.g. CNS Infection Prevention and Control. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Education and Training</p> <ul style="list-style-type: none"> • Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate. • Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme.
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	<ul style="list-style-type: none"> • Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. • Provide support and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate. • Supervise and assess student nurses and foster a clinical learning environment. • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. <p>Management</p> <ul style="list-style-type: none"> • Exercise authority in the running of the assigned area(s) as deputised by the DON/ADON/CNM III. • Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s). • Manage communication at unit and departmental level and facilitate team building. • Provide staff leadership and motivation which is conducive to good working relations and work performance. • Promote a culture that values diversity and respect in the workplace. • Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team. • Manage all resources efficiently and effectively within agreed budget. • Lead on practice development within the clinical area. • Lead and implement change. • Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement. • Contribute to the formulation, development and implementation of policies and procedures at area and hospital level. • Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. • Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
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- Actively participate in the Nursing Management structure by 'acting up' when required.
- Maintain all necessary clinical and administrative records and reporting arrangements.
- Engage in IT developments as they apply to service user and service administration

Eligibility Criteria

Candidates must have at the latest date of application: -

Statutory Registration, Professional Qualifications, Experience, etc

(a) Eligible applicants will be those who on the closing date for the competition:

- (i) Are registered in the General Nurse Division, or any other division as relevant to the specific service, of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.

AND

- (ii) Have at least 5 years post registration experience (or an aggregate of 5 years fulltime post registration experience) of which 2 years must be in the speciality or related area of Social Inclusion.

AND

- (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.

AND

- (iv) Candidates must demonstrate evidence of continuous professional development.

AND

(b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the

functions of the role.

Annual registration

- (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).

AND

- (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office 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 for and any person holding the office must be good character.

Experience/knowledge in providing a service to marginalised communities, specifically to homeless community and its challenges.

Skills, competencies and/or knowledge

Professional Knowledge & Experience

- Demonstrate practitioner competence and professionalism.
- Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area.
- Demonstrate the ability to relate nursing research to nursing practice.
- Demonstrate an awareness of HR policies and procedures including disciplinary procedures.
- Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc.

	<ul style="list-style-type: none"> • Demonstrate a commitment to continuing professional development. <p>Organisation and Management Skills</p> <ul style="list-style-type: none"> • Demonstrate the ability to plan and organise effectively. • Demonstrate the ability to manage deadlines and effectively handle multiple tasks. • Demonstrate an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work <p>Building and Maintaining Relationships (<i>including Team Skills and Leadership Potential</i>)</p> <ul style="list-style-type: none"> • Demonstrate the ability to work on own initiative as well as part of a team • Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working. • Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues • Demonstrates the ability to lead on clinical practice <p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrates a strong commitment to the delivery of quality service. • Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrates integrity and ethical stance. • Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. <p>Analysis, Problem Solving and Decision-Making Skills</p> <ul style="list-style-type: none"> • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision-making. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. • Demonstrate resilience and composure in dealing with situations. <p>Communication Skills</p> <ul style="list-style-type: none"> • Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
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| | <ul style="list-style-type: none">• Demonstrates the ability to influence others effectively. Anticipates and recognises the emotional reactions of others when delivering sensitive messages. |
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Sophia Benefits

Sophia offers the following additional benefits to employees:

- 25 Annual Leave Days
- Additional Long Service annual leave
- 5% Employer pension contribution
- Further education and training support
- Employee assistance Programme

Application Process:

Please forward a Cover Letter and CV to

Recruitment@sophia.ie

The closing date for receipt of applications is

Thursday, 12th November 2026

Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.