

## Professionally Qualified Social Worker Job Specification, Terms & Conditions

<b>Job Title and Grade</b>	Professionally Qualified Social Worker ( <i>Grade Code 3017</i> )
<b>Competition Reference</b>	NRS02234
<b>Closing Date</b>	Wednesday 29 <sup>th</sup> April 2015 at 12 noon
<b>Taking up Appointment</b>	To be indicated at job offer stage.
<b>Location of Post</b>	The panel created from this recruitment campaign will fill current and future vacancies in all Tusla areas. Individual sites/ location will be indicated at expression of interest stage to panel members for each individual job.
<b>Organisational Area</b>	Dublin Mid Leinster, Dublin North East, South, West
<b>Details of Service</b>	<p>Tusla, the Child and Family Agency was established on 1<sup>st</sup> January 2014 and is responsible for improving wellbeing and outcomes for children. It represents the most comprehensive reform of services for the development, welfare and protection of children and the support of families ever undertaken in Ireland. It is an ambitious move which brings together some 4,000 staff who were previously employed within Children and Family Services of the Health Service Executive, the National Educational Welfare Board and the Family Support Agency.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Welfare and Protection Services, including family support services</li> <li>• Family Resource Centres and associated national programmes</li> <li>• Early years (pre-school) Inspection Services</li> <li>• Educational Welfare responsibilities including School completion programmes and Home School Liaison</li> <li>• Domestic, sexual and gender based violence services</li> <li>• Services related to the psychological welfare of children</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie/">http://www.tusla.ie/</a> and in Appendix 7 of Additional Campaign Information</p> <p>More post specific information on individual jobs will be provided to candidates at the 'expression of interest' stage of the recruitment process.</p>
<b>Reporting Relationship</b>	Your professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure.
<b>Purpose of the Post</b>	The purpose of the post is to provide a social work service that seeks to improve the health and social wellbeing of the service users within the context of the local communities. S/he will achieve this through the implementation of an accessible, equitable, person-centred service.
<b>Principal Duties and Responsibilities</b>	<p><b><u>Professional / Clinical</u></b></p> <p>The Professionally Qualified Social Worker will:</p> <ul style="list-style-type: none"> <li>• Provide a direct point of access for the local community and offer initial and holistic social assessment and intervention to children, youth, families and groups.</li> <li>• Provide an initial assessment service to the care group and to develop referral procedures with other social work networked services.</li> </ul>

- Identify service users' individual and collective needs in partnership with them and co-create early interventions and/or social action strategies to meet those needs.
- Manage and prioritise a caseload appropriate to the post.
- Provide supportive counselling, emotional and practical support, and information to service users and their families.
- Adopt a holistic approach aimed at enhancing the quality of life, health and social well-being of all persons within the service area.
- Promote independence, self-reliance, self-determination and empowerment with persons in their environment, with families and local groups.
- Make it possible for service users to advocate for their own needs, or where appropriate advocate on behalf of service users.
- Plan, deliver and engage in systemic interventions as appropriate with children, youth and families, groups, organisations and communities.
- Participate and take leadership in community needs assessment and ongoing community involvement including initiating and participating in prevention and health promotion activities.
- Deliver social work service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the service user.
- Assess where social conditions are a major factor in health and social wellbeing, consult and plan with the service user/ relevant team/ service and arrange appropriate social services for those who need them.
- Monitor and evaluate outcomes of person centred care plans for individual service users.
- Actively participate as a member of the relevant team/ service in team building and change management initiatives.
- Attend case conferences, meetings and other relevant fora as required.
- Attend court, tribunals etc as required.
- Work within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the employer.
- Incorporate Social Work values and ethical principles in planning, developing, implementing and reviewing interventions.
- Implement models of best practice / evidence based practice.
- Work within a key worker / case worker system, providing a co-ordinating role for case management where appropriate.
- Take direction from his / her line manager.
- Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy.
- Engage in reflective practice.
- Deputise for the Social Work Team Leader as agreed / appropriate.
- Promote a culture that values diversity and respect in the workplace.
- Keep the Team Leader fully informed and up-to-date on all significant matters.

### **Education & Training**

The Professionally Qualified Social Worker will:

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning in collaboration with the Social Work Team Leader / Principal Social Worker.
- Keep up to date with advances in Social Work research, and ongoing review and evaluation of literature relevant to the assigned area.
- Keep abreast of developments in national policies and strategies and international best practice.
- Keep up to date with organisational developments within the Irish Health Service.
- Act as a resource by participating in the induction, education and training of Social Work colleagues, other health professionals and service user groups as required.
- Participate in the practice education of student Social Workers.
- Support and train other staff in accordance with professional standards as appropriate.
- Foster an understanding of the role and contribution of social work by providing professional consultation and education to other members of the service.

	<p><b><u>Health &amp; Safety</u></b></p> <p>The Professionally Qualified Social Worker will:</p> <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• Have a working knowledge of 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.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b><u>Administrative</u></b></p> <p>The Professionally Qualified Social Worker will:</p> <ul style="list-style-type: none"> <li>• Maintain a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act.</li> <li>• Maintain accurate up to date records and files, and submit activity data as required.</li> <li>• Write accurate, clear, concise and purposeful reports.</li> <li>• Ensure the maintenance of service user and data confidentiality.</li> <li>• Contribute to the development and implementation of information sharing protocols and audit systems.</li> <li>• Contribute to policy development, performance monitoring and budgetary control of service in conjunction with the Social Work Team Leader/ Principal Social Worker.</li> <li>• Collaborate with the Social Work Team Leader / Principal Social Worker or designate in developing the role of the Social Worker and the service e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research.</li> <li>• Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT.</li> </ul> <p><b>The above Job Specification 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.</b></p>
<p><b>Protection of Persons Reporting Child Abuse Act 1998</b></p>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p><b>Eligibility Criteria Qualifications and/ or experience</b></p>	<p><b>Professional Qualifications, Experience etc</b></p> <p>Candidates:</p> <ol style="list-style-type: none"> <li>a) Must be registered in the Social Work Register maintained by the Social Work Registration Board maintained at CORU <b>and</b></li> <li>b) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU <b>and</b></li> <li>c) Must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</li> </ol> <p><b>Age</b></p> <p>Age restrictions shall only apply to a candidate where he/she 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 on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p><b>Health</b></p> <p>Candidates 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</p>

	<p>reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Candidates for and any person holding the office must be of good character.</p> <p>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the Social Workers Registration Board at CORU.</p>
<b>Post Specific Requirements</b>	Any requirements specific to individual posts will be outlined at expression of interest stage.
<b>Other requirements specific to the post</b>	Any specific requirements for particular posts (e.g. access to transport etc) will be outlined at expression of interest stage.
<b>Skills, competencies and/or knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate sufficient professional knowledge to carry out the duties and responsibilities of the role.</li> <li>• Demonstrate experience of applying evidence based practice.</li> <li>• Demonstrate an ability to apply knowledge to best practice.</li> <li>• Demonstrate the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care.</li> <li>• Demonstrate the ability to manage self in a busy working environment including the ability to prioritise caseloads.</li> <li>• Demonstrate a commitment to assuring high standards and strive for a user centred service.</li> <li>• Demonstrate initiative and innovation in identifying areas for service improvement.</li> <li>• Display awareness and appreciation of the service user as expert through experience including promoting the involvement of the service user in care planning, decision-making and service development.</li> <li>• Demonstrate the ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrate the ability to evaluate information and make effective decisions especially with regard to service user care.</li> <li>• Display effective interpersonal and communication (verbal and written) skills.</li> <li>• Demonstrate effective team skills.</li> <li>• Demonstrate flexibility and openness to change.</li> <li>• Demonstrate ability to utilise supervision effectively.</li> <li>• Demonstrate a willingness to develop IT skills relevant to the role.</li> <li>• Demonstrate commitment to continuing professional development.</li> </ul>
<b>Campaign Specific Selection process</b>  <b>Ranking/ Shortlisting / Interview</b>	<p>Applicants will be informed of the selection assessment methods post application stage. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation. The competitive competency based face to face interview will assess the criteria, skills and knowledge required for the post.</p>
<b>Code of Practice</b>	<p>The National Recruitment Service, on behalf of Child and Family Agency Túsla will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of Practice are published by the CPSA and are available <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>
<p>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.</p>	

**Social Worker Professionally Qualified**  
**Child and Family Agency Túsla Terms and Conditions of Employment**

<b>Tenure</b>	<p>The current vacancies available are permanent/temporary and whole time/part-time. The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage for each individual post.</p> <p>Appointment as an employee of the Child and Family Agency Túsla is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<b>Remuneration</b>	<p>The Salary scale (01/09/08) for the post is: €45,819 – €48,100 – €50,379 – €52,662 - €54,940 - €57,219 – €59,501 - LSI €60,691</p> <p>The Salary scale (01/11/13) for New Entrants for the post is: €38,819, €41,667, €43,132, €45,242, €47,351, €49,462, €51,570, €53,677, €55,789, LSI €56,889,</p>
<b>Working Week</b>	<p>The standard working week applying to the post is 37 hours per week.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies.</p> <p>Under the terms of this circular, contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<b>Annual Leave</b>	Annual Leave is 27 days per annum
<b>Superannuation</b>	<p>This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.</p> <p>Members of pre-existing pension schemes who transferred to the HSE on the 01<sup>st</sup> January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31<sup>st</sup> December 2004</p>
<b>Probation</b>	Every appointment of a person who is not already an officer of Tusla, the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.
<b>Infection Control</b>	All Child and Family Agency Túsla employees must have a working knowledge of 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