

**Social Worker, Team Leader
Child and Family Agency**

Job Specification & Terms and Conditions

Job Title and Grade	Social Worker, Team Leader (Grade Code 3902)
Campaign Reference	NRS04877
Closing Date	Friday, 14 th July 2017 at 12 noon
Proposed Interview Date (s)	It is anticipated that interviews will take place early October 2017.
Taking up Appointment	A start date will be indicated at job offer stage.
Organisational Area	Throughout all Tusla Area Management Structures in Dublin Mid Leinster, Dublin North East, West and South.
Location of Post	It is our intention to fill all permanent and specified purpose Social Worker, Team Leader vacancies in TUSLA, the Child and Family Agency, through this recruitment campaign. Specific locations will be indicated to candidates at expression of interest stage.
Details of Service	The person appointed to this post will work as part of multi-disciplinary teams supporting and promoting the development, welfare and protection of children, and the effective functioning of families. S/he will be required to work as a key worker for particular cases. More post specific information will be provided to candidates at the 'expression of interest' stage of the recruitment process.
Reporting Relationship	The post holder will report to the Principal Social Worker or a designated manager.
Purpose of the Post	The purpose of the post is to manage the provision of a social work service within a multidisciplinary context and in so providing a person centred service to individuals and families in community settings.
Principal Duties and Responsibilities	<u>Professional / Clinical</u> <i>The Social Worker, Team Leader will:</i> <ul style="list-style-type: none"> • Be responsible for the management of the day-to-day provision of the social work service in conjunction with the Principal Social Worker. • Take direct responsibility for a defined caseload as required / directed by the Principal Social Worker, in particular cases that require a high level of experience and expertise. • Manage/ provide an initial assessment service to relevant/ all care groups and to develop referral procedures with other social work

	<p>networked services.</p> <ul style="list-style-type: none"> • Ensure the implementation of models of best practice / evidence based practice. • Ensure the delivery of social work services in accordance with legislation, policies and procedures, guidelines and protocols. • Ensure the delivery of social work services in an integrated and multidisciplinary manner with a range of statutory and voluntary groups and organisations. • Ensure the promotion of the social model of care and recognition of the social determinants of health and well being. • Ensure anti-discriminatory practice and cultural competence, at individual and service levels. • Provide an appropriate level of supervision for staff consistent with good practice and the local/ national Supervision Policy • Promote a culture that values diversity and respect in the workplace. • Participate in working groups / committees / fora as requested by the Principal Social Worker. • Chair, attend and manage a range of meetings. • Attend court, tribunals etc. as and when required. • Seek the advice of relevant personnel when appropriate / as required. • Take direction from the Principal Social Worker. • Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy. • Keep the Principal Social Worker fully informed and up-to-date on all significant matters. <p><u>Education & Training</u></p> <p><i>The Social Worker, Team Leader will:</i></p> <ul style="list-style-type: none"> • Maintain standards of practice and levels of professional knowledge by monitoring and reviewing the standards within their area of responsibility, participating in and organising continuous professional development initiatives and professional development planning. • Keep updated on current and impending legislation and the perceived impact on practice. • Keep abreast of developments in national policies and strategies and international best practice. • Keep up to date with organisational developments within the Irish Health and Social Services. • Actively engage in staff development and training by making
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	<p>recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers.</p> <ul style="list-style-type: none"> • Act as a resource by participating in and promoting the education and training of Social Work colleagues, other health professionals and service user groups including clinical audit and research. • Foster an understanding of the role and contribution of social work by providing professional consultation and education to other members of the service. <p><u>Health & Safety</u></p> <p><i>The Social Worker, Team Leader will:</i></p> <ul style="list-style-type: none"> • Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and / or the Adoption Authority of Ireland Standards as they apply to the role, for example, National Standards for the Protection and Welfare of Children (2012), National Standards for Foster Care (2003) and the regulations, National Standards for Children's Residential Centres (2001), National Standards for Special Care Units(2014) etc and comply with associated protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p><u>Management</u></p> <p><i>The Social Worker, Team Leader will:</i></p> <ul style="list-style-type: none"> • Provide leadership and motivation in order to optimise service delivery by developing teams and promoting change management. • Be responsible for the probationary appraisal of staff and the completion of probationary appraisal reports as required. Make appropriate recommendations regarding whether employees' standard of work during probation is satisfactory and whether appointments should be confirmed. • Ensure compliance with and implement HR policies and procedures and guidelines. • Manage a budget as defined by the Principal Social Worker, if appropriate. • Contribute to a range of reports including annual reports, performance indicators etc. as required.
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	<ul style="list-style-type: none"> • Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways. • Contribute to service plan process by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future. • Ensure a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act. • Ensure the maintenance of service user and data confidentiality. • Deputise for the Principal Social Worker as agreed when required. • Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT. <p>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.</p>
Eligibility Criteria Qualifications and/ or experience	<p>Candidates must, at the latest date for receipt of completed applications for the post, possess:</p> <p>1. <u>Professional Qualifications, Experience, etc</u></p> <p>(i) Must be registered in the Social Workers Register maintained by the Social Workers Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(ii) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(iii) Must have the requisite knowledge and ability (including a high standard of suitability, professional and managerial ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">And</p> <p>(iv) Have three years relevant post qualification experience.</p> <p>2. <u>Age</u></p> <p>Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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</p>

	<p>for receiving completed application forms for the office occurs.</p> <p>3. <u>Health</u> 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 reasonable prospect of ability to render regular and efficient service.</p> <p>4. <u>Character</u> Candidates for and any person holding the office must be of good character.</p> <p><i>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the register maintained by the Social Workers Registration Board at CORU.</i></p>
Post Specific Requirements	Demonstrate the necessary depth and breadth of clinical / professional knowledge for safe and effective practice in the role of Social Worker Team Leader.
Other requirements specific to the post	Further requirements may be outlined at the “expression of interest” stage of the recruitment process e.g. access to transport, fluency in Irish etc.
Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrate sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. • Demonstrate an ability to apply knowledge to best practice. • Demonstrate the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care. • Demonstrate the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. • Demonstrate effective supervision skills. • Display effective interpersonal and communication (verbal and written) skills including skills in mediation, conciliation and advocacy and the ability to collaborate with colleagues, families, etc. • Demonstrate the ability to evaluate information and make effective decisions especially with regard to service user care. • Demonstrate a commitment to assuring high standards and strive for a user centred service. • Demonstrate initiative and innovation in identifying areas for service improvement. • Display awareness and appreciation of the service user as expert through experience including promoting the role of service user in

	<p>care planning, decision-making and service development.</p> <ul style="list-style-type: none"> • Demonstrates the ability to empathise with and treat others with dignity and respect. • Demonstrate effective leadership and team skills. • Demonstrate flexibility and openness to change. • Demonstrate ability to utilise supervision effectively. • Demonstrate a willingness to develop IT skills relevant to the role. • Demonstrate commitment to continuing professional development.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
Code of Practice	<p>HBS Recruit on behalf of The Child and Family Agency, TUSLA 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, facilities for feedback to applicants 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 on www.cpsa.ie.</p>
<p>Reform programmes outlined for Tusla may impact on this role and as structures change the job description may be reviewed.</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>	

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Terms and Conditions of Employment

Tenure	<p>The current vacancies available are permanent/temporary and whole time/part-time.</p> <p>The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Child and Family Agency – Tusla is governed by the Child & Family Agency Act 2013 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
Remuneration	<p>The salary scale for the post as at (01/04/2017) is :</p> <p>€56,789 - €58,408 - €60,028 - € 61,648 - €63,266 - €64,886 - €65,253</p>
Working Week	The standard working week applying to the post is 37 hours per week.
Annual Leave	The annual leave associated with the post is 29 days per annum.
Superannuation	All pensionable staff become members of the pension scheme.
Probation	Every permanent appointment of a person who is not already a permanent officer of the Child and Family Agency, 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.
Protection of Persons Reporting Child Abuse Act 1998	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.
National Standards for Children and Family	<p>All Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All employees must be aware of their Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2011)</p>

<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.10)</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.2010) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;</p> <p>A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.</p> <p>B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of Tusla and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</p> <p>C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website http://www.sipo.gov.ie/</p>
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