

<b>Job Title and Grade</b>	<b>Professionally Qualified Social Worker for Pilot Regional Retrospective Adult Abuse Assessment Team</b>
<b>Grade Code</b>	Professionally Qualified Social Worker
<b>Closing Date</b>	12pm. 30 <sup>th</sup> June 2016
<b>Proposed Interview Date (s)</b>	Interviews during the week of the 04 <sup>th</sup> July 2016
<b>Details of Service</b>	<p>The Child and Family Agency was established on 1st 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">www.tusla.ie</a></p> <p>Nothing is more important than the protection of our children. Published inquiries over the years have resulted in shocking reports of abuse. Once such report, the Commission of Investigation – Report into the Catholic Archdiocese of Dublin, July 2009, clearly indicated failings on the part of Statutory Agencies and Garda Síochána in certain historical child sexual cases. However this is only a small fraction of the extensive child sexual abuse cases known to the Child &amp; Family Agency, there is a full spectrum of child sexual abuse perpetrated by a wide variety of offenders. The report also acknowledged the lack of effective interagency working.</p>
<b>Location of Post</b>	TBC
<b>Reporting Relationship</b>	The post holder will be reporting to Regional Social Work Team Leader
<b>Purpose and Description of the Post</b>	The post holder will perform investigations and case management for ‘Adults of Concern’ cases under the guidance of Section 3 policy where allegations have been made by an adult against another adult.

	<p>This position will make timely sensitive contacts with clients and significant others and interview those who may have knowledge of the situation.</p> <p>The position may at time have to present testimony for cases in the Court system, prepare reports and keep accurate and timely casenotes.</p> <p>Ongoing liaising and co-working with An Garda Siochana.</p> <p>Garda Vetting</p> <p>Developing links with agencies as they become part of Tusla.</p> <p>Co-working with our future partner Tusla agencies- St Claire's, NIAP.</p> <p>This post will also include multi-disciplinary working with our colleagues in other services such as, CARI, One in Four.</p>
<b>Principal Duties and Responsibilities</b>	<p>The Regional Service Director and management team as part of the Vision for the region will develop a more effective efficient system for the management of Adult Retrospective Abuse Cases. Under the management of a PSW and SWTL, this team will be developed to:</p> <ul style="list-style-type: none"> <li>• Ensure the implementation of current and evolving legislation, policies and procedures, guidelines and protocols.</li> <li>• Ensure anti-discriminatory practice and cultural competence, at individual and service levels.</li> <li>• Take reports of allegations and concerns alleging child sexual abuse from adults; (victims or relatives/friends of victims; reports from the Gardai; reports from church delegates etc)</li> <li>• Promoting inter-agency working with the Gardai, progress made should be tracked and recorded.</li> <li>• Complete a formal risk assessment for every reported case by an adult involving the social work service and develop a joint strategy to move forward;</li> <li>• The team will take a strategic approach to the investigation and taking into account if the victim refuses to make a formal complaint or may withdraw;</li> <li>• The team will be responsible for the effective timing of the recording of complaint along with the timely assessment of the complaint.</li> <li>• The team will be responsible for the Information System – recording of information; management of the information and dissemination of information as required under the policy. In addition tracking progress of all assessments and outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• The team will be responsible for the development of effective systems for date entry and date management and quality assurance of data.</li> <li>• The team will develop closer working relationships with non-statutory agencies that provide support and services to victims.</li> <li>• Develop a fresh approach of effective multi-agency child protection arrangements when dealing with adult retrospective allegations.</li> <li>• Ensuring timely responses to all Garda Vetting enquiries regionally and if information is to be shared there is a strategic decision involving the Service Director and legal advice.</li> </ul> <p><b>The above duties and responsibilities are not intended to be a comprehensive list of all the 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>
<b>Eligibility Criteria</b>	<p>Applicants must by the closing date of application have the following qualifications:</p> <p><b>1. <u>Professional Qualifications, Experience, etc</u></b></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;"><b>And</b></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;"><b>And</b></p> <p>(iii) Have at least 2 years relevant post-qualification experience.</p> <p>Experience of Interviewing alleged victims, determining credibility would be a benefit if applying for the position.</p> <p>Knowledge of children services and working with social work teams;</p> <p>Understanding of child development and assessment</p> <p>Experience working in a multi-agency team</p>

	<p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>
<b>Post Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to case manage and set priorities.</li> <li>• Ability to work collaborative with colleagues, gardai, multi-disciplinary and interagency teams.</li> <li>• Demonstrate knowledge and experience of working with those affected by child sexual abuse.</li> </ul>
<b>Other requirements specific to the post</b>	<p>- Access to transport as the role may require travel</p>
<b>Skills, competencies and knowledge</b>	<p>He/she will have a record of successfully completing tasks and projects.</p> <p><b>Professional Knowledge and Skills:</b> Investigation techniques Understanding of Risk Assessment A working knowledge and strategic understanding of legislation, policy, research and practice for Children and Family Services Understanding of the Judicial System A working knowledge of HIQA Standards as they apply to the role Ability to work on one's own initiative</p> <p><b>Communication and Interpersonal Skills</b> A high level of interpersonal and communication skills including presentation, negotiation skills, conflict resolution and the ability to build and maintain relationships Ability to extract pertinent information. Ability to work from an interagency and multi-disciplinary perspective Ability to write clear and concise reports on alleged abuse.</p> <p><b>Team and Leadership Skills:</b> Self motivation and the ability to motivate others</p> <p><b>Analysing Information and Problem Solving</b> Interviewing and case management to include diagnosing case problems in consultation with the Team Leader. The ability to evaluate information, spot trends, and effective report writing skills.</p>

	<p>Ability to evaluate information, make effective decisions and problem solve. The ability to maintain case data systems</p> <p><b>Planning and Organising Skills</b> Good planning, organisational and time-management skills and the ability to effectively manage resources Ability to effectively plan, manage and coordinate resources and prioritise effectively including the ability to work to agreed timescales</p> <p><b>Commitment to providing a quality service</b> Commitment to providing a quality service Flexibility, adaptability and openness to working effectively in a changing environment The ability to work effectively within a multi-disciplinary organisation. A commitment to continuing professional development</p>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></p>	<p>Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing 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>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the short listing stage of this process (where applied) will be called forward to interview.</p>
<b>Code of Practice</b>	<p>The Child and Family Agency, 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 specified the responsibilities place 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>

## **Child and Family Agency**

### **Terms and Conditions of Employment**

#### **Co-Ordinator for Retrospective Adult Abuse Regional Assessment Team**

<b>Tenure</b>	<p>Initially 12 month's temporary contract.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2014 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<b>Remuneration</b>	<p>The Salary scale for the post is in line with Tusla paycales for Professionally Qualified Social Worker rate.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 37 hours</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post is 29 days per annum.</p>
<b>Superannuation</b>	<p>All pensionable staff become members of the pension scheme.</p>
<b>Probation</b>	<p>Every appointment of a person who is not already a permanent officer of the Child &amp; Family Agency/ 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.</p>