

**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	NRS02881
Closing Date	4 th December 2015 @ 12 noon
Proposed Interview Date(s)	Early January 2016
Taking up Appointment	A start date will be agreed at job offer stage.
Location of Post	<p>Waterford and Wexford Child and Family Agency</p> <p>There is currently one permanent, full-time post available with the Children in Care Team. The post is based in Hillsfield Community Building, Belmont Road, Ferrybank, Waterford.</p> <p>A panel may be formed as a result of this campaign for Waterford and Wexford Child and Family Agency from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p> <p><u>Informal Enquiries</u></p> <p>Joanne Ryan, Principal Social Worker Email: joanne.ryan1@tusla.ie Tel: (056) 7734830 Mobile: 087 6296632</p>
Details of Service	<p>This post is for a Social Worker Team Leader in the Waterford City Children in Care Team within the Waterford / Wexford area of the Child and Family Agency. The post holder will manage a team of six Social Workers and two Social Care Leaders.</p> <p>This is a very dynamic and professional team that work with children in care in Waterford city and the east of the county. The post holder will be part of a management team that includes children in care, aftercare and fostering.</p>
Reporting Relationship	The post holder will report to the Principal Social Worker for Children in Care, Foster Care and Aftercare in Waterford.
Purpose of the Post	The overall purpose of the post is to supervise and manage a team of social workers and social care workers to provide a quality service to children and young people in care. The post holder will ensure standards and regulations are met. He / she will report directly to the Principal Social Worker and carry out duties asked by senior management

<p>Principal Duties and Responsibilities</p>	<p><u>Professional / Clinical</u></p> <p><i>The Social Worker Team Leader will:</i></p> <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 networked services. • 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 including case conferences as required • 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.
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Education & Training

The Social Worker Team Leader will:

- 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 recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers.
- 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.

Health & Safety

The Social Worker Team Leader will:

- 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 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Management

The Social Worker Team Leader will:

- 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

	<p>probationary appraisal reports as required. Make appropriate recommendations regarding whether employees' standard of work during probation is satisfactory and whether appointments should be confirmed.</p> <ul style="list-style-type: none"> • 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. • 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 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.</p>
<p>Eligibility Criteria Qualifications and/ or experience</p>	<p>1. <u>Professional Qualifications, Experience, etc</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <ul style="list-style-type: none"> (i) Must be registered in the Social Work Register maintained by the Social Work Registration Board at CORU. <li style="text-align: center;">And (ii) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU. <li style="text-align: center;">And (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 <li style="text-align: center;">And (iv) Have three years relevant post qualification experience.

	<p>2. <u>Age</u> 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 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>
Post Specific Requirements	Demonstrate depth and breadth of experience working in a Children, Youth and Family setting as relevant to the role.
Other Requirements Specific to the Post	Access to suitable transport is necessary as the post involves travel
Skills, competencies and/or knowledge	<p><i>Candidates must:</i></p> <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.

	<ul style="list-style-type: none"> • Display awareness and appreciation of the service user as expert through experience including promoting the role of service user in care planning, decision-making and service development. • 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 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>The National Recruitment Service 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. Additional information on the HSE's/TUSLA review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</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.	

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Tenure	<p>The initial vacancy available is permanent and whole-time. The post is pensionable. A panel may be created from which all 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 Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
Remuneration	<p>The Salary scale for the post as of 1/07/13 is: EURO 55,789 - 57,408 - 59,028 - 60,648 - 62,266 - 63,886 - 65,000</p>
Working Week	<p>The standard working week applying to the post is 37 hours</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. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. 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>
Annual Leave	<p>The annual leave associated with the post is to be advised at Job Offer stage.</p>
Superannuation	<p>These are pensionable positions 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. Members of pre-existing pension schemes who transferred to the HSE on the 01st 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 31st December 2004</p>
Probation	<p>Every appointment of a person who is not already a permanent officer of 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.</p>
Protection of Persons Reporting Child Abuse Act 1998	<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>
Infection Control	<p>All employees must have a working knowledge of 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.</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 the HSE 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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