

**Social Care Manager – Children’s Residential Services
(Specified purpose contract)**

Job Title and Grade	Social Care Manager – Special Care Services, Children’s Residential Services Grade Code: 392X
Campaign Reference Approval Code	TN2016460
Applications considered Via	Tusla Recruit Portal
Opening date for Applications	17 th February 2017
Closing Date for Applications	12 noon 3 rd March 2017
Proposed Interview date(s)	Interviews will be scheduled as soon as possible after the closing date
Contact for Informal Enquiries	Mr. Mark Smith, Interim National Manager, Special Care Services mark.smith@hse.ie
Location of Post	Coovagh House Special Care Unit, Mulgrave Street, Limerick
Details of Service	<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> <ul style="list-style-type: none"> • The Child and Family Agency has responsibility for the following range of services: • Child Welfare and Protection Services, including family support services • Family Resource Centres and associated national programmes • Early years (pre-school) Inspection Services • Educational Welfare responsibilities including School completion programmes and Home School Liaison • Domestic, sexual and gender based violence services • Services related to the psychological welfare of children <p>Further information is available on www.tusla.ie</p>

	<p>Post Specific Service:</p> <p>Special Care Services:</p> <p>The policy of the Child and Family Agency is to enable children to live with their own families wherever possible and to support parents where necessary in fulfilling that role. In circumstances where this is not possible, Residential Care incl. Special Care remains a valuable option for children who cannot be cared for at home.</p> <p>Special care units are secure, residential facilities for children in care aged between 11 and 17 years. They are detained under a High Court care order for a short-term period of stabilisation when their behaviour poses a real and substantial risk of harm to their life, health, safety, development or welfare. Children reside in a special care unit where placement in such a unit is considered necessary for their care and welfare. Children in special care units are not there because they have committed a criminal offence. The special care unit detains children for their own care and welfare through the provision of a controlled and safe environment. Emphasis is placed on detention in terms of safety and supervision and the provision of focused care and interventions. This is to stabilise their behaviour and enable them to return to less secure care or return to the community within a short period of time. Special Care aims to provide a therapeutic care placement to service users who most often present with serious emotional or behavioural difficulties and require to be made safe in the secure setting with a view to stabilising their behaviour to allow them to return to a community setting as soon as possible.</p>
Reporting Relationship	National Manager– Special Care Services, Children’s Residential Services
Scope and Purpose of the Post	<ul style="list-style-type: none"> • To manage the Special Care Unit. • To Work as part of the Unit team with other disciplines, to provide the highest standard of care to children during their placement in a Special Care setting and to provide a safe, caring environment for resident young people with the primary aim of providing the intervention necessary to address the issues that are preventing them from living at home, in foster care or in Community Based Centres in the case of Special Care Interventions. • To do so up to a point to be determined by their age, need or development, whereby circumstances are such that it becomes more feasible to help prepare them to live independently with the support of our aftercare services.
Duties and Responsibilities	<p>Main Duties:</p> <p>Management:</p> <ul style="list-style-type: none"> • To create and maintain a safe, caring and stable environment for the young people placed in the centre • To manage the centre in accordance with Child and Family Agency policies, guidelines and protocols and with the regulations made by the Minister for Health and Children under the Child Care Act 1991 and other relevant legislation with particular emphasis on meeting the National Standards, Special Care Units, Special Care Regulations and Registration Processes. • To ensure that Care and Placement Plans are in place, agreed, implemented and

	<p>monitored regularly in respect of every young person placed in the centre.</p> <ul style="list-style-type: none"> • To promote the rights and responsibilities of each young person in the centre. • To comply with the Child and Family Agency Admissions and Discharge Policy. • To participate in on-going planning and strategic development Child and Family Agency Children's Residential Centres. • To ensure the appropriate supply and use of resources within the centre. • To consult with young people placed in the centre, their families, centre staff and external stakeholders as appropriate. • To provide such reports, statistics to the Line Manager (or other specified person) as required. • To ensure organisation of recreational programmes and to ensure that programmes of leisure and recreational activities for the children are planned and co-ordinated in advance. • To ensure safety and security measures are adhered to. • To attend at court. • To record and report immediately to the National Manager any incidence of malpractice in relation to the treatment of the children (whether on or off the premises). • To ensure that the maintenance, upkeep, hygiene and cleanliness of the centre, its furniture, vehicles and equipment. • To adhere to Fire Safety Requirements as specified by the local fire safety authority and the Child and Family Agency Fire Safety Officer. • To ensure compliance in the unit with the provisions of the Health, Safety and Welfare at Work Act, (1989) and other relevant legislation. • To participate in the recruitment, selection and appointment of centre staff. • To engage in age-appropriate play and other activities with each child/young person within the centre as required. • To engage in physical intervention where this is in keeping with local policies and procedures as required. • To evaluate standards and quality of service. • Such other duties as may be assigned from time to time by the Line Manager (or other specified person) <p>Financial Management:</p> <ul style="list-style-type: none"> • To manage the budget for the centre, in compliance with approved budgetary procedures, and to ensure that optimum benefit is achieved from available resources. • To ensure that expenditure in the centre is controlled within agreed cash limits and in compliance with approved procedures. • To maintain such records as are required by the Child and Family Agency, or the Minister for Children to ensure that such records are at all times available and provided for inspection by an authorised officer. • To ensure that appropriate financial information for the unit is provided to the Line Manager (or other specified person). <p>Staff Management:</p> <ul style="list-style-type: none"> • To manage and supervise staff in the centre. • To provide leadership, motivation, flexibility and role modelling which is conducive to good staff relations and work performance. • To arrange the duty roster and manage the designated staff resources, ensuring that staff levels and skill mix are appropriate and within the resource allocation.
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	<ul style="list-style-type: none"> • To identify in consultation with the Line Manager the training and development requirements for the centre. • To maintain staff records within guidelines laid down by the Child and Family Agency and the Department of Children. • To participate in relevant professional development and training programmes. • To attend and participate fully in professional supervision with Line Manager. • To partake in the Management Roster as required. • Provide an on-call service and attend the service in the event of a Serious Emergency <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <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>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Be an existing direct employee of Tusla, Child and Family Agency as a Social Care employee and • A minimum of five years experience working in a Children’s Residential Centre / Special Care Unit and • The requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of the office <p>And have one of the following:</p> <ul style="list-style-type: none"> • Ordinary Bachelor’s Degree in Applied Social Care Studies awarded by a recognised body (Level 7 on the National Framework of Qualifications) or • National Diploma in Applied Social Care Studies awarded by HETAC / IT or • Bachelor's Degree in Childcare awarded by a recognised body (Level 7 or 8 on the National Framework of Qualifications) Or • National Diploma in Childcare awarded by HETAC / IT or • Bachelor’s Degree in Social Care awarded by a recognised body (Level 7 or 8 on the

	<p>National Framework of Qualifications)</p> <p>or</p> <ul style="list-style-type: none"> • Diploma in Social Care awarded by HETAC / IT <p>or</p> <ul style="list-style-type: none"> • Diploma in Applied Social Studies / Social Care from IT <p>or</p> <ul style="list-style-type: none"> • Bachelor's Degree in Social Care Practice awarded by a recognised body (Level 7 or 8 on the National Framework of Qualifications) <p>or</p> <ul style="list-style-type: none"> • Bachelor's Degree in Applied Social Studies (Disabilities) awarded by a recognised body (Level 7 or 8 on the National Framework of Qualifications) <p>or</p> <ul style="list-style-type: none"> • National Diploma in Applied Social Studies (Disabilities), The Open Training College (HETAC Accredited) <p>or</p> <ul style="list-style-type: none"> • an equivalent social care qualification from another jurisdiction <p>Health</p> <p>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>Character</p> <p>Each candidate for and any person holding the office must be of good character</p> <p>Age</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 Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>
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Skills, competencies and/or knowledge	<p>Professional Knowledge</p> <ul style="list-style-type: none"> • Child Care related Legislation, Regulation, Policy and Procedures • National Standards for Children’s Residential Centres • National Standards for Special Care Unit, 2014 • HIQA Guidance and Inspection and Monitoring and Registration Process • Children First • Child Development • Care / Placement Planning • Need / Risk Assessment Procedures • Intervention Procedures • Behaviour Management • Human Resource Management • Group Dynamics • Staff Development • Centre Management • Tusla / Staffing related Legislation, Regulation, Policy and Procedures • Professional Supervision • Aftercare Theory and Practice <p>Core Aptitudes</p> <ul style="list-style-type: none"> • Unconditional positive regard towards vulnerable young people. • Motivation • Computer Skills • Leadership Skills • Financial Management Skills • Policy / Procedure Development Skills • Systems Development Skills • Good aptitude for planning and organising resources <p>Special Competencies</p> <ul style="list-style-type: none"> • Interest / Enthusiasm • Team working – ability to work as part of a team to achieve effective and efficient outcomes • Ability to seek advice as required • Report writing / Record Keeping Skills
Other requirements of the role	Access to transport as the role may require travel
<p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</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 shortlisting stage of this process (where applied) will be called forward</p>

	to interview.
Code of Practice	<p>The Recruitment Service 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 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>Tusla Child and Family Agency is an Equal Opportunities Employer</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Act 2014</p>

Terms and Conditions of Employment
Social Care Manager – Children’s Residential Services

Tenure	<p>The current vacancy available is a whole-time, temporary specified purpose contract.</p> <p>The post is pensionable. A Talent Pool may be created from which temporary and specified purpose vacancies of full or part time duration may be filled in this area.</p> <p>Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
Working Week	The standard working week applying to the post is: 39 hours
Remuneration	The Salary scale for the post is: €53,463; €54,634; €57,728; €58,923; €60,115; €61,321
Annual Leave	The Annual Leave entitlements will be advised on taking up post.
Superannuation	The successful candidate will retain membership of their current pension scheme.