



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Social Care Worker Special Care Services Job Specification, Terms and Conditions

Job Title and Grade	Social Care Worker Special Care Services (Grade Code 3029)
Campaign Reference	NRS1338
Closing Date	Thursday 02 nd October 2014 at 12 noon
Proposed Interview date(s)	Week Commencing 10 th November 2014
Taking up Appointment	A start date will be indicated at job offer stage
Location of Post	<p>A panel will be formed to fill vacancies in the following Special Care Units:</p> <ul style="list-style-type: none">• Coovagh House Limerick.• Ballydowd Dublin• Crannog Nua Dublin• Gleann Alainn Cork <p>There are currently live vacancies in Coovagh House, Special Care Unit St Josephs Hospital, Mulgrave Street, Limerick, County Limerick.</p>
Details of Service	<p>Special Care Services</p> <p>Special Care is part of a continuum of State care available to children and young people.</p> <p>Young people referred to Special Care Services are between 11 and 17 years, very vulnerable, sometimes very challenging, with complex psychological and sociological profiles, high numbers of previous placements which have frequently broken down.</p> <p>Special Care is short term, stabilising and safe care in a secured therapeutic environment. The aim of the Special Care intervention is to provide an individualised programme of support and skilled therapeutic intervention which will enable the child/young person to stabilise and then move to a less secure placement based on the assessed needs of that child/young person. Given the restriction on the child/young person's liberty, a placement in Special Care can only be made pursuant to an Order of the High Court.</p>

	<p>TUSLA, the Child and Family Agency provide and maintain Special Care Units.</p> <p>The service delivered in Special Care Units includes:</p> <ul style="list-style-type: none"> • Provision of a short term intervention in a safe and secure environment in which care and specialised interventions, including therapeutic inputs which are focused on the individual needs of the child/young person. • Provision of care which assists young people to develop internal controls and reduce risk taking behaviour, enhance self esteem, promote abilities and strengths and the capacity for constructive choice, resilience and individual responsibility. <p>The provision of specialised educational and clinical services which aim to promote the child/young person’s welfare and development.</p> <p>Please see the “Self Assessment Questionnaire” in the accompanying document “Additional Campaign Information” which poses important questions to applicants interested in working Special Care posts.</p> <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"> • 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>Reporting Relationship</p>	<p>To the Social Care Manager or a manager nominated by these at an appropriate level.</p>
<p>Scope and Purpose of the</p>	<p>The Social Care Worker will work with children / young people, families and / or significant others, Social Work teams, other healthcare providers and</p>

<p>Post</p>	<p>agencies, schools, training agencies and community groups.</p> <p>The Social Care Worker will care for, protect, and support vulnerable or dependent clients, individually or in groups, in conjunction with the wider multidisciplinary team and other relevant agencies. S/he will ensure the welfare of those under his / her care and will act as an advocate as appropriate.</p> <p>The Social Care Worker will contribute to the planning and evaluation of individualised and group programmes of care, which are based on needs, identified in consultation with the client and others and delivered through day-to-day shared life experiences.</p> <p>Within the Residential and Special Care Setting, the Social Care Worker will work as part of a team to provide a safe, caring environment for resident children / young people with the primary aim of providing the intervention necessary to address the issues that are preventing them from living at home or in foster care, or to prepare them to live independently with the support of aftercare services.</p>
<p>Duties and Responsibilities</p>	<p>Working with Children/Young People</p> <p><i>The Social Care Worker will:</i></p> <ul style="list-style-type: none"> • treat children/young people and their families with dignity and respect, promoting a culture of unconditional positive regard at all times • contribute to the promotion, creation and maintenance of a welcoming, safe, caring, stable and therapeutic environment • plan, implement and evaluate care plans, placement plans and treatment programmes as part of a multi-disciplinary team, ensuring the written and verbal reporting of general and individual treatment programmes • recognise children / young people as expert through experience, promoting their participation in care planning, placement planning, decision-making and service delivery • develop an understanding of how previous life experiences impact on children / young people and incorporate this into their practice • work in partnership with the parent, family, and other agencies on behalf of the child / young person • participate in meetings in relation to the care and development of the child / young person • ensure that the primary care needs of the children / young people are met • prepare and provide, in conjunction with children / young people, well balanced meals of high quality • promote the rights and responsibilities of each child / young person within the centre • promote physical, emotional, social, cultural, ethnic and spiritual welfare of each child / young person in care • undertake various aspects of home management including the household budget, upkeep, cleaning, hygiene etc • be responsible for the organisation of personal documents, information

- and finance on behalf of the child / young person
- engage with children / young people within the community / family settings as directed
- encourage attendance at school, training centres, medical and clinical appointments
- arrange and actively engage in age-appropriate play and other activities with children / young persons
- ensure that the care of children/young people both on and off site is risk assessed
- supervise children / young people on outings from the centre
- actively participate in crisis management including physical intervention in line with local / national policy and procedure (currently Therapeutic Crisis Intervention)
- provide verbal and written feedback on the progress of the child / young person as required
- assist with transfer / referral to other services where appropriate
- work as a key worker for the child / young person as required
- be a positive role model for children / young people
- attend Court if required
- engage and form relationships with children/young people who have been traumatized
- remain calm and manage self when faced with volatile and potentially violent situations'
- Accept any responsibilities in relation to children / young people as agreed within the team and to undertake individual and group work with these young people
- Report and respond immediately any cases of absconding, as per unit policy
- Ensure that the children / young people are not subjected to any forms of abuse and, in particular, to ensure that they are not subject to bullying or the threat of bullying.
- Be available, as appropriate, to relatives or people of significance to each young person, to offer information, support and guidance and to encourage them to be actively involved in the child's / young person's life.
- Contribute to the promotion of good links with neighbours, local community resources, i.e. schools, employment schemes and clubs, local Gardai and any other appropriate service.

Team Work

The Social Care Worker will:

- participate in working within a team centred consistent approach
- develop and implement shift planning
- ensure consistency and follow through on interventions between shifts
- provide accurate and precise information at handover
- provide shift leadership as and when required
- deputise for social care leader/management as and when required.

Health & Safety

The Social Care Worker will:

- adhere to the Safety, Health and Welfare at Work Act (1989) policies and procedures and other relevant legislation
- report any immediate concerns / incidents of questionable practice to the Manager or his / her designate
- be familiar with Tusla policies and procedures local and national and ensure that such policies and procedures are strictly adhered to
- be familiar with emergency procedures and know who to contact in an emergency

Training & Professional Development

The Social Care Worker will:

- participate in regular professional supervision
- participate in further training and development as required
- provide guidance and education for work experience students
- undertake ongoing professional training and development
- engage in reflective and evidence based practice
- keep abreast of current legislation and current professional child care knowledge
- be responsible for own health and wellbeing in order to carry out the duties of the role / is committed to managing own work / life balance

Administration and Accountability

The Social Care Worker will:

- contribute to the ongoing development of the service in keeping with good practice and Tusla's objectives
- assist in the administration and day to day operation of the service
- participate in team meetings and report to the Social Care Leader / Manager on matters affecting the delivery of service
- effectively plan and manage resources, within budget
- be accountable for any money spent on behalf of the Tusla during the course of duty
- report and record any significant events as per regulations, policy and procedure
- co-operate with external monitoring and statutory inspections and implement their recommendations
- ensure that all information relating to clients, their families, staff colleagues etc is treated in a thoroughly professional manner, in accordance with the principles of confidentiality, data protection legislation and Freedom of Information
- implement and adhere to local and national policies and procedures regarding the care of children / young people in the service
- work duty rosters as required, including weekends, public holidays and night duty
- be punctual and precise in maintaining time sheets
- perform any other duties that may be assigned from time to time

	<p><i>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.</i></p>
<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Candidates must have:</p> <p>a)</p> <ul style="list-style-type: none"> i) Ordinary Bachelor's Degree in Childcare awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the National Diploma in Childcare awarded by HETAC / DIT <li style="text-align: center;">or ii) Ordinary Bachelor's Degree in Applied Social Care Studies awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the National Diploma in Applied Social Care Studies awarded by HETAC / DIT <li style="text-align: center;">or iii) Ordinary Bachelor's Degree in Social Care awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the Diploma in Social Care awarded by HETAC / DIT <li style="text-align: center;">or iv) Diploma in Applied Social Studies / Social Care from DIT <li style="text-align: center;">or v) Ordinary Bachelor's Degree in Social Care Practice awarded by a recognised body (Level 7 on the National Framework of Qualifications) <li style="text-align: center;">or vi) Ordinary Bachelor's Degree in Applied Social Studies (Disabilities) awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the National Diploma in Applied Social Studies (Disabilities), The Open Training College (HETAC Accredited) <li style="text-align: center;">or vii) an equivalent social care qualification from another jurisdiction <p style="text-align: center;">and</p> <p>b) a suitable standard of professional attainments</p> <p style="text-align: center;">and</p> <p>c) the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of office</p> <p>Health 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 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 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>
Post Specific Requirements	Demonstrate interest in and/ or experience of working in a Special Care or other relevant environment with a similarly challenging client group.
Skills, competencies and / or knowledge	<p>Candidates must demonstrate:</p> <ul style="list-style-type: none"> • sufficient professional knowledge to carry out the duties and responsibilities of the role • an understanding of theory and practice in the delivery of Residential Childcare Services • an understanding of therapeutic approaches relevant to the client group • sufficient awareness of policy, legislative and professional requirements to ensure an appropriate standard of service delivery • the capacity to plan and manage resources in an effective and resourceful manner • the ability to manage self in a busy working environment including the ability to prioritise workloads • flexibility and openness to change • effective team skills • the ability to resolve conflict and empower people with sometimes quite divergent points of view • a commitment to assuring high standards and strive for a user centred service • initiative and innovation in identifying areas for service improvement • the ability to evaluate information and make effective decisions in a timely manner • effective interpersonal and communication (verbal and written) skills • the ability to empathise with and treat others with dignity and respect • a willingness to develop IT skills relevant to the role • commitment to continuing professional development
Other requirements of the role	Access to own transport as the post may require travel.
Campaign Specific Selection Process	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.
Shortlisting / Interview	Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

	<p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<p>Code of Practice</p>	<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 NRS's 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>

**Social Care Worker Special Care Services
Terms and Conditions of Employment**

Tenure	<p>The appointment is whole-time and permanent. The post is pensionable.</p> <p>A panel will be formed from which current and future permanent or temporary posts of whole time or part time duration will be filled.</p> <p>Appointment as an employee of the Child and Family Agency 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 ranges from: <i>(on 01/11/13)</i></p> <p>€29,993 - LSI €44,306 <i>(12 increment points)</i></p>
Working Week	<p>The standard working week applying to the post is 39 hours per week on a seven day rotating rota.</p>
Annual Leave	<p>The annual leave applying to the post will be outlined at job offer stage.</p>
Superannuation	<p>All pensionable staff become members of the pension scheme.</p>
Probation	<p>Every appointment of a person who is not already a permanent officer of the Child and Family Agency or 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>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.</p>
Infection Control	<p>All Tusla and HSE 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.</p>