### Job Title and Grade
Social Worker Professionally Qualified (Grade Code 3017)

### Campaign Reference
NRS02196

### Closing Date
Thursday, 19 March 2015 at 12 noon.

### Proposed Interview Date (s)
Interviews are expected to take place the week commencing Monday, 23 March 2015

### Taking up Appointment
A start date will be indicated at job offer stage.

### Organisational Area
TUSLA

### Location of Post
A panel will be created for Foster Care Resource Team, Alternative Care in Sligo/Leitrim/West Cavan from which all current and future permanent and specified purpose vacancies of full time or part time duration will be filled.

There is an initial vacancy in the Foster Care Resource Team, Markievicz House, Barrack Street, Sligo.

Informal Enquiries
Name: -Michelle McKernan, Principal Social Worker, Alternative Care
Email: - michelle.mckernan@tusla.ie
Tel: - 071 9155157

### Details of Service
The person appointed to this post will work within the Community Healthcare Organisations working as part of multi-disciplinary teams delivering a coordinated approach to client care.

S/he will be required to work as a key worker for particular cases.

The service provides recruitment, training, assessment and link workers support for foster carers.

Foster Care is one of the component services of alternative care. Alternative care comprises from a social work perspective children in social work care services.

### Reporting Relationship
Your professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure.

### Purpose of the Post
The purpose of the post is to provide a social work service that seeks to improve the health and social wellbeing of the service users within the context of the local communities. S/he will achieve this thorough the implementation of an accessible, equitable, person-centred service.

### Principal Duties and Responsibilities
**Professional / Clinical**

The Professionally Qualified Social Worker will:
- Provide a direct point of access for the local community in the designated service area and offer initial and holistic social assessment and intervention to individuals, families and groups.
Provide an initial assessment service to all care groups and to develop referral procedures with other social work networked services.

Identify service users' individual and collective needs in partnership with them and co-create early interventions and/or social action strategies to meet those needs.

Manage and prioritise a caseload appropriate to the post.

Provide supportive counselling, emotional and practical support, and information to service users and their families.

Adopt a holistic approach aimed at enhancing the quality of life, health and social well-being of all persons within the designated service area.

Promote independence, self-reliance, self-determination and empowerment with persons in their environment, with families and local groups.

Make it possible for service users to advocate for their own needs, or where appropriate advocate on behalf of service users.

Plan, deliver and engage in systemic interventions as appropriate with individuals, families, groups, organisations and communities.

Participate and take leadership in community needs assessment and ongoing community involvement including initiating and participating in prevention and health promotion activities.

Deliver social work service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the service user.

Assess where social conditions are a major factor in health and social wellbeing, consult and plan with the service user/ relevant team/ service and arrange appropriate social services for those who need them.

Monitor and evaluate outcomes of person centred care plans for individual service users.

Actively participate as a member of the relevant team/ service in team building and change management initiatives.

Attend case conferences, meetings and other relevant fora as required.

Attend court, tribunals etc as required.

Work within current legislation, relevant policies and procedures, guidelines and protocols within TUSLA.

Incorporate Social Work values and ethical principles in planning, developing, implementing and reviewing interventions.

Implement models of best practice / evidence based practice.

Work within a key worker / case worker system, providing a co-ordinating role for case management where appropriate.

Take direction from his / her line manager.

Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy.

Engage in reflective practice.

Deputise for the Social Work Team Leader as agreed / appropriate.

Promote a culture that values diversity and respect in the workplace.

Keep the Team Leader fully informed and up-to-date on all significant matters.

**Education & Training**

The Professionally Qualified Social Worker will:

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning in collaboration with the Social Work Team Leader / Principal Social Worker.
- Keep up to date with advances in Social Work research, and ongoing review...
and evaluation of literature relevant to the assigned area.

- Keep abreast of developments in national policies and strategies and international best practice.
- Keep up to date with organisational developments within the Irish Health Service.
- Act as a resource by participating in the induction, education and training of Social Work colleagues, other health professionals and service user groups as required.
- Participate in the practice education of student Social Workers.
- Support and train other staff in accordance with professional standards as appropriate.
- 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 Professionally Qualified Social Worker will:

- Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
- All TUSLA 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.

Administrative

The Professionally Qualified Social Worker will:

- Maintain a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act.
- Maintain accurate up to date records and files, and submit activity data as required.
- Write accurate, clear, concise and purposeful reports.
- Ensure the maintenance of service user and data confidentiality.
- Contribute to the development and implementation of information sharing protocols and audit systems.
- Contribute to policy development, performance monitoring and budgetary control of service in conjunction with the Social Work Team Leader/ Principal Social Worker.
- Collaborate with the Social Work Team Leader / Principal Social Worker or designate in developing the role of the Social Worker and the service e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research.
- Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT.
- 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.

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.

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Candidates must have at the latest date of application: -</th>
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<tr>
<td>Qualifications and/or experience</td>
<td>Candidates must:</td>
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<tr>
<td>a.) In the case of individuals who qualify on or after the 31st May 2011:</td>
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<td>• Must be registered or eligible for registration in the Social Work Register maintained by the Social Work Registration Board maintained by the Health and Social Care Professionals Council of Ireland (CORU) and;</td>
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<td>• must have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. and;</td>
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<td>• maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board maintained by the Health and Social Care Professionals Council of Ireland (CORU) or;</td>
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<td>b.) In the case of individuals who qualified before the 31st May 2011:</td>
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<td>• have been engaged in the practice of the profession during the last five years for not less than 1,000 hours. and;</td>
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<td>• Hold the National Qualification in Social Work (N.Q.S.W) or;</td>
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<td>• A letter of accreditation issued by the National Social Work Qualifications Board. and;</td>
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Please note that appointment to and continuation in post that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by CORU.

**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.

**Character**
Each candidate for and any person holding the office must be of good character.
**Age**
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 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.

<table>
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<th>Post Specific Requirements</th>
<th>Demonstrate experience in Child Protection knowledge, assessment of Foster Carers and facilitation skills.</th>
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<tr>
<td>Other requirements specific to the post</td>
<td>Access to Transport</td>
</tr>
</tbody>
</table>

**Skills, competencies and/or knowledge**
- Demonstrate sufficient professional knowledge to carry out the duties and responsibilities of the role.
- Demonstrate experience of applying evidence based practice.
- 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 self in a busy working environment including the ability to prioritise caseloads.
- 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 involvement of the service user in care planning, decision-making and service development.
- Demonstrate the ability to empathise with and treat others with dignity and respect.
- Demonstrate the ability to evaluate information and make effective decisions especially with regard to service user care.
- Display effective interpersonal and communication (verbal and written) skills.
- Demonstrate effective 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.

**Code of Practice**
The Health Service Executive on behalf of Child & Family Agency, TUSLA, 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/TUSLA review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”. 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.

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.
**Professionally Qualified Social Worker**  
**Terms and Conditions of Employment**

| **Tenure** | The current vacancy available is specified purpose (12 months initially) and whole time.  
The post is pensionable. A panel will be created from which all permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage.  
Appointment as an employee of the Child and Family Agency is governed by Child & Family Agency Act 2013. |
| **Remuneration** | The Salary scale (01/11/13) is: €38,819, €41,667, €43,132, €45,242, €47,351, €49,462, €51,570, €53,677, €55,789, €56,889, LSI |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  
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). |
| **Annual Leave** | The annual leave associated with the post is: will be indicated at job offer stage. |
| **Superannuation** | All pensionable staff become members of the pension scheme.  
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. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the public service 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. |
| **Infection Control** | 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. |