

Job Title and Grade	Professionally Qualified Social Worker (Grade Code 3017)
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> <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 Alternative Care Services and 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 • Adoption & Alternative Care <p>Further information is available on www.tusla.ie</p> <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>
Reporting Relationship	<p>Your professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure.</p>
Scope and Purpose of the Post	<p>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 through the implementation of an accessible, equitable, person-centred service.</p>

<p>Duties and Responsibilities</p>	<p><u>Professional / Clinical</u></p> <p>The Professionally Qualified Social Worker will:</p> <ul style="list-style-type: none"> • Provide a direct point of access for the local community and offer initial and holistic social assessment and intervention to children, youth, families and groups. • Provide an initial assessment service to the care group 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 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 children, youth and 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 as laid down by the employer. • 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.
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- 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.
- 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

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.

	<ul style="list-style-type: none"> • 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. <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>
<p>Eligibility Criteria</p> <p>Qualifications and / or Experience</p>	<p>1. Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> a) Be registered in the Social Work Register maintained by the Social Work Registration Board maintained at CORU (or have entitlement to be registered and obtain registration prior to appointment). b) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU c) Must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office. <p>2. 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>3. Character Each candidate for and any person holding the office must be of good character.</p> <p>4. 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 Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>

Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • 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 the ability to work in complex systems and to navigate these and develop excellent multiagency working relationships • 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.
Other requirements of the role	<p>Access to transport as this post may involve travel.</p>
Campaign Specific Selection Process Shortlisting / Interview	<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 to interview.</p>
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</p>

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.

Codes of practice are published by the CPSA and are available on www.cpsa.ie.

Tusla Child and Family Agency is an Equal Opportunities Employer

Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Act 2014

Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description may be reviewed.

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.