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| **Job Title, Grade Code** | **Social Worker, Senior Medical**(Grade Code: 3019) |
| **Remuneration** | The salary scale for the post as @ the 01.03.2025 is: €70,277, – €72,280 – €74,287 – €76,290 – €78,294 – €80,296 – €81,063 Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | EOISSW25 |
| **Closing Date** | Wednesday 2nd July 2025 @ 5.00p.m. |
| **Application Process**  | Application by CV. Email to michellemary.power@hse.ie |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **South East Community Healthcare (CHO5)****(Carlow, Kilkenny, South Tipperary, Waterford and Wexford)*** 1 Permanent, whole time (35 hours) vacancy in Children’s Disability Network Team 9 – Gorey, Co. Wexford
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| **Informal Enquiries** | Ciara SheridanChildren’s Disability Network Manager,Gorey, Co. Wexford**Tel:** 087 6764767**Email:** Ciara.Sheridan1@hse.ie   |
| **Details of Service** | The HSE Children’s Disability Network Teams (CDNT) will be providing intervention to children from the age of 0-18 years, presenting with complex developmental needs requiring inter-disciplinary intervention. Our services are based upon a Family Centred Practice Model in line with Progressing Disability Services. |
| **Reporting Relationship** | The post holder will have a reporting relationship for clinical governance to the Children’s Disability Network Manager (CDNM). The CDNM will provide clinical assurance regarding professional supervision with support from a Principal Social Worker or appointed Professional Clinical Supervisor.  |
| **Key Working Relationships** | The post holder will:* Work as part of the inter-disciplinary Children’s Network Disability Team.
* Work with the CDNM.
* Engage with the Principal Social Worker or appointed Professional Clinical Supervisor.
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| **Purpose of the Post**  | The post holder will:* Manage a Social Work caseload which will include a greater complexity of child / family need and which requires high levels of experience and expertise.
* Complete Social Work assessments and interventions as clinically indicated.
* Work with other Social Work colleagues and the CDNT clinicians in service delivery in an interdisciplinary manner.
* Contribute to the development and roll out of group work and training for families within the CDNT.
* To support the professional development and supervision of Professionally Qualified Social Workers within the CDNT, as required.
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| **Principal Duties and Responsibilities** | **Professional & Clinical*** Deliver a quality service to families within the CDNT, ensuring professional standards are maintained in accordance with the requirements set out by CORU.
* Ensure the delivery of a social work service that is congruent with CORU’s Code of Professional Conduct and Ethics in the Social Work Profession, relevant legislation and HSE policies, procedures, guidelines and protocols.
* Apply theoretical frameworks and evidence-informed practice in the delivery of interventions to support clients adapt to the psychosocial, practical and emotional aspects of disability.
* Incorporate Social Work values and ethical principles in the planning, developing, implementing and reviewing of interventions.
* Provide and deliver a range of professional Social Work Assessments and Interventions e.g. casework, psycho-social assessments; counselling, group work, crisis intervention, home visits, advocacy and information-sharing.
* Work closely with the Social Work and interdisciplinary Children’s Disability Network Team.
* Advocate on behalf of children with disabilities and their families with relevant statutory, voluntary and community-based services.
* Seek information, supervision and guidance from CDNM, a Principal Social Worker or appointed Professional Clinical supervisor where appropriate.
* Provide Clinical Supervision to Professionally Qualified Social Workers on the CDNT.

**Duties and Responsibilities:*** Using professional knowledge of Social Work theory and practice, ethics and values to plan, manage and provide an effective Social Work service to clients on their workload.
* To provide a quality, evidence -based Social Work service to Children and Young People aged 0-18 years with complex needs arising from a disability or at risk of disability in consultation with their families, carers and wider support network.
* To work as part of an interdisciplinary team and provide services in a family centred model.
* To work in partnership with children and their families towards the achievement of their maximum potential and participation.
* Provide comprehensive psycho-social assessments of children and young people with complex needs and their family and where necessary provide ongoing social work support and intervention with regular review.
* Facilitate parents and their children to advocate for their own needs, or where appropriate, advocate on their behalf.
* Develop effective working relationships with and between individual, different agencies, community resources and other professionals.
* To inform children and young people with complex needs and their families of their rights, entitlements, benefits and services.
* To identify gaps in service provision and advocate for future service developments to support the needs of children and young people with complex disability needs.
* To participate in, develop and review individual family service plans (IFSPs), attend CDNT meetings and other relevant meetings where appropriate and as required.
* Contribute to the development and delivery of training and group work opportunities for children and young people with complex needs, families, staff and external groups.
* Working in partnership with the team members of the CDNT to support the CDNM in the development of the Children’s Disability Network Service.
* Provide support and clinical supervision to Professionally Qualified Social Workers.
* Develop and maintain high standards of clinical practice and an effective social work service in consultation with the CDNM in response to the needs of children, families and the Service.
* The Senior Social Worker will be expected to manage, develop and motivate PQSWs in order to support the CDNM and the CDNT to optimize service delivery and promote change management initiatives within an evolving interdisciplinary and family-centred service across S.E.C.H. while working within agreed policies and codes of practice.
* Demonstrate initiative and innovation in identifying areas for service development and improvement and take the social work lead in key areas of service development.
* Contribute to the ongoing development and implementation of quality assurance for the social work profession.
* To maintain a high standard in relation to assessment, diagnostic, therapeutic and recording procedures.
* The Senior Social Worker will be expected to maintain and develop advanced knowledge and skills specific to Disability Social Work while also keeping up to date with developments in Social Work practice.
* The Senior Social Worker will actively manage and prioritize a varied case load, including a greater complexity of individual / family need, supervise social work personnel & students as required and take the social work lead in key areas of service development.
* Working in partnership with CDNT members, facilitate Group Work and training as appropriate and as required.
* To participate positively in the development of a professional social work team within the CDNT, lead agency level and across S.E.C.H.
* To engage, maintain and promote good communication and relationships within the CDNT social work team as well as with Social Workers in other CDNTs across S.E.C.H. while working within agreed policies and codes of practice.
* To maintain a high standard of accurate and up to date documentation including assessments, reports, intervention plans, case notes and social work files as a part of the interdisciplinary client file and in accordance with Local guidelines, GDPR and the Freedom of Information (FOI) Act.
* Write accurate, clear, concise and purposeful social work assessments and reports.
* Ensure client confidentiality while being congruent of the limits within this.
* Assist in ensuring that the social work service makes the most efficient and effective use of IT developments.
* To input data into HSE information systems and provide relevant statistical information as per the policy of the lead agency by submitting activity data and metrics as required.
* To engage in appropriate research projects and the resulting publications as requested by the CDNM and/or Social Work governance structure.
* To attend regional CDNT Social Work meetings for the planning, development and review of Social Work practice within the CDNT.
* To engage and participate in the CDNT annual service development review and service audit.
* To advise management on emerging issues in social work relating to children and young people with complex needs and their families.
* To maintain a high standard of work performance, attendance, and punctuality at all times.
* To display a positive attitude, flexibility, resourcefulness and creativity.
* To promote and support inclusion, rights, equality and anti-discriminatory practice by contributing to a greater understanding of the needs of children and young people with complex needs and their families (I changed the structure of the sentence).
* To maintain awareness and act in accordance with all HSE policies, national guidelines and legislation relevant in the areas of children, disability and the protection and the welfare of the person with disability.
* To liaise and consult with external agencies as required in highlighting the needs of individuals and promoting positive inter-agency collaboration.

**Education & Training*** Maintain standards of practice and levels of professional knowledge by monitoring and reviewing the standards within area of responsibility; participating in training; organising continuous professional development initiatives and professional development planning.
* Engage in career and professional development planning in collaboration with the PSW or appointed Professional Clinical Supervisor supervision and continuous professional development.
* Keep up to date with the advances in Social Work research, and on-going review and evaluation of Social Work literature.
* Keep abreast of developments in national policies and strategies as well as international best practice.
* Contribute to the development of the Social Work service and promote and develop the Social Work role within CDNT.
* Actively engage in social work staff development and training by making recommendations with regards to the ongoing education, mentoring, training and in-service needs of Social Workers.
* Act as a resource by participating in and promoting education and training of Social Work colleagues, other health professionals and families.
* Manage, participate and play an active role in the practice education of student Social Workers and supervise student Social Work placements.
* Take an active role in professional clinical supervision and engage in reflective practice in accordance with CORU requirements and the local/national supervision policy.
* Take an active role and engage in all available forms of supervision e.g., operational, peer etc. to ensure best practice and optimum family-centred service within CDNT.
* To participate in any audit or research as required.

**Health & Safety** * Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulation and standards.
* Be aware of risk management issues, identify risks and take appropriate action in line with policy, i.e. NIMS.
* Promote a culture that values diversity and respect.
* 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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

**Management** * Provide leadership and motivation in order to optimise service delivery by developing the Social Work team within the CDNT.
* In conjunction with the CDNM, provide induction and orientation to new PQSWs within the CDNT regarding Social Work practice in the teams.
* Support the development of the role of the Social Worker and the Social Work service within the CDNT e.g., through planning; audit; production of standards, continuing education and training, quality improvement initiatives and research.
* Provide support and clinical supervision to the Professionally Qualified Social Work team members in consultation with the CDNM and PSW or appointed professional clinical supervisor.
* Deputise for the Principal Social Worker as appropriate and when required.

***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 them from time to time and to contribute to the development of the post while in office.***  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:**1. **Statutory Registration, Professional Qualifications, Experience, etc**
2. Candidates for appointment must,
3. Be registered, or be eligible for registration, on the Social Workers Register maintained by the social Workers Registration Board at CORU.

**And**1. Have 3 years full time (or an aggregate of 3 years full time) relevant post qualification experience.

**And**1. 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.
2. Provide proof of Statutory Registration on the social Workers Register maintained by the Social Workers Registration Board at CORU **before a contract of employment can be issued.**
3. **Annual Registration**
4. On appointment practitioners must maintain annual registration on the social Workers Register maintained by the Social Workers Registration Board at CORU.

**And**1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).
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. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Depth & breadth of experience in supporting children and young people with an intellectual disability and/or complex needs and their families/carers.
* Depth & breadth of experience in providing a holistic, person-centred approach in advising, assessing, and empowering individuals and their families and carers as part of a dynamic, interdisciplinary team and providing support, guidance, and leadership to PQSWs and others.

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| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience** * Demonstrates sufficient professional knowledge to carry out the duties of the role safely and effectively within the legal, ethical and practice boundaries of the profession.
* Demonstrates knowledge of the various theoretical models, approaches and interventions that apply in current social work practice.
* Demonstrates a commitment to promoting and applying evidence-based practice and research.
* Demonstrates a clear understanding of risk assessment.
* Demonstrates the ability to utilise supervision effectively and a commitment to continuous professional development.
* Demonstrates knowledge and understanding of the relevant local, national and international policy and legislation.
* Demonstrates knowledge and understanding of the impact of disability on the family.

**Planning, Organising and Managing Resources**  * Demonstrates the ability to effectively plan activities and co-ordinate resources to ensure value for money and that are of maximum benefit for the CDNT and for the family.
* Demonstrates an ability to effectively manage self and support others within the CDNT including the ability to prioritise and effectively handle multiple tasks and demands.
* Engages in regular monitoring, recording and reporting specific to multi-tasking responsibility for establishing and achieving goals.
* Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service while promoting person and family - centred practice.
* Demonstrates innovation and openness to change.

**Managing & Developing (Self & Others)*** Demonstrates the ability to motivate, manage and develop self and others in a busy working environment including an ability to prioritise caseload.
* Demonstrate effective team skills including an understanding of team dynamics and actively promotes interdisciplinary team working within the CDNTs and wider multi- disciplinary working across Disability Services, in conjunction with local statutory, voluntary and community-based services.
* Demonstrates effective leadership, flexibility in working, and motivates colleagues as well as providing clear guidance and support to the PQSWs within the team.
* Delegates responsibility and empowers PQSWs within the CDNT.
* Demonstrates a commitment to continuous professional development.
* Demonstrates a commitment to engage in professional clinical supervision with PSW or Professional Clinical Supervisor.
* Demonstrates a commitment to engage in supervision with CDNM.
* Demonstrates application of reflective practice within Social Work in the CDNT.
* Demonstrates the awareness of when to seek support from the CDNM and / or the Principal Social Worker or appointed Professional Clinical Supervisor.

**Commitment to providing a Quality Service*** Accepts accountability for standards of own performance.
* Monitors and reviews own work and that of PQSWs, as appropriate to ensure quality, accuracy as well as continuous professional development.
* Demonstrates initiative and innovation in identifying areas for social work service improvement within the CDNTs.
* Motivates self and others in facilitating change and improving the delivery of social work service within the CDNT.
* Demonstrates an ability to work on their own initiative as well as interdisciplinary within the CDNT structures in order to deliver a quality service to families.
* Promotes the family as the expert in their own life by involving them in the service development of the CDNT.

**Evaluating Information and Judging Situations** * Demonstrates an ability to understand complex situations and use assessment tools, intervention and evaluation skills to determine the best course of action whilst also drawing on the most recent clinical evidence.
* Formulates, articulates and demonstrates sound clinical reasoning and analyses of the information available.
* Regularly quantifies and evaluates social work activities against service plans and takes timely action to correct potential difficulties.
* Confidently explains the rationale behind decision making when experiencing opposition and competing demands.
* Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input.

**Communications and Interpersonal Skills*** Demonstrates the ability to communicate effectively and professionally (both written & verbal) with children and young people with disabilities, their families and team members.
* Treats others with dignity and respect in all communications.
* Demonstrates effective communication and interpersonal skills including the ability to collaborate with colleagues and service users to understand and establish expectations and desired outcomes.
* Demonstrates the ability to present complex information in a clear and concise manner.
* Demonstrates sensitivity, diplomacy, tact, patience and tolerance in interactions and especially when dealing with conflict situations.
* Demonstrates effective mediation and negotiation skills.
* Demonstrates effective presentation skills.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. 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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification 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**  | The current vacancies available are permanent and temporary, both whole time. The posts are pensionable. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post at 01.03.2025 is: €70,277, – €72,280 – €74,287 – €76,290 – €78,294 – €80,296 – €81,063 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **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 will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | 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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) |
| **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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)