 **Professionally Qualified Social Worker**

**Disability Services**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Professionally Qualified Social Worker *(Grade Code 3017)* |
| **Remuneration** | The Salary scale (01/10/2024) for the post is:  €48,624 - €51,870 - €53,592 - €56,116 - €58,662 - €61,223 - €63,780 - €66,338 - €68,899 - **€70,235 LSI**  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** | **NRS14648** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The National Recruitment Service are running this targeted recruitment campaign to fill immediate vacancies that currently exist for Professionally Qualified Social Workers in HSE Disability Services. The vacancies listed at the link below are for the specified locations only.  <https://careerhub.hse.ie/immediate-vacancies/>  Please note that no panel will be formed as a result of this recruitment campaign.  This campaign will be used to fill the listed vacancies only and no additional jobs will be offered to candidates successful at interview.  Once the vacancies are offered, the candidate pools will be disbanded. Therefore please only apply if you are genuinely interested in any of these vacancies and would accept the post if offered. |
| **Details of Service** | The person appointed to the post will work as part of a multi-disciplinary team delivering a coordinated approach to client care. They will be required to work as a key worker for particular cases.  Please note more post specific information will be provided to candidates at the ‘expression of interest’ stage of the recruitment process. |
| **Reporting Relationship** | Your professional & operational reporting relationship for clinical governance and clinical supervision will be in line with the operating model of the service - This will be outlined to you at job offer stage. |
| **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. 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/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. * Provide a psychosocial assessment and formulate a care plan in conjunction with the client/carer/family and the multidisciplinary team. * 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. * Link individuals with the services/resources appropriate to their particular needs. * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. * 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 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 or Senior Social Worker as agreed / appropriate. * Promote a culture that values diversity and respect in the workplace. * Keep the Team Leader or Senior Social Worker fully informed and up-to-date on all significant matters. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * As this post is one of those designated under the Protection for 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. * Comply with professional obligations under the HSE Safeguarding Vulnerable Persons at Risk of Abuse National Policy & Procedures (2014)   **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 Performance Achievement Planning collaboration with the Social Work Team Leader / Senior Social Worker / 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. * Take an active role in professional clinical supervision and engage in reflective practice in accordance with CORU requirements and the local / national Supervision Policy   **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 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. * 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. * Contribute to policy development, performance monitoring and budgetary control of service in conjunction with the Senior Social Worker / Social Work Team Leader/ Principal Social Worker. * Collaborate with the Senior Social Worker / 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.   **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 him/her 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 for receipt of application:**     1. Be registered, or be eligible for registration, on the Social Workers Register maintained by the Social Workers Registration Board at CORU.   **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  **And**   1. 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.** 2. Annual Registration 3. On appointment practitioners must maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU. 4. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)   ***Note 1:***  *As this campaign is being run to fill immediate Social Worker vacancies, all candidates must be registered with CORU in order to be deemed eligible to apply. Candidates who are not currently registered on the Register of Social Workers with CORU, will be deemed ineligible and their application will not be processed further*.  **Health**  Candidates 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**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of social work experience as relevant to the role. |
| **Other requirements specific to the post** | Any specific requirements for particular posts (e.g. access to transport etc.) will be outlined at expression of interest stage |
| **Skills, competencies and/or knowledge** | **Knowledge / Experience Relevant to the Role**   * Demonstrates sufficient professional knowledge to carry out the duties and responsibilities of the role safely and effectively within the legal, ethical and practice boundaries of the profession. * Demonstrates experience of applying evidence based practice. * Demonstrates knowledge and understanding of the application of relevant risk assessment tools, techniques and resources * Demonstrates an ability to apply knowledge to best practice. * Demonstrates ability to utilise supervision effectively. * Demonstrates a willingness to engage with ICT and develop ICT skills relevant to the role. * Demonstrates commitment to continuing professional development * Demonstrate depth and breadth of social work experience as relevant to the role. * 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 safeguarding planning, decision-making and service development. * Demonstrate knowledge of legislation and best practice guidelines relevant to social work practice issues and a clinical caseload * Demonstrate ability to use theoretical evidence to support all work undertaken. * Demonstrate ability to use different clinical approaches in responding to patient needs. * Demonstrate an understanding of the emotional, physical and cognitive impact of a chronic or acute illness that may require the patient to be admitted into a hospital setting. * Demonstrate an understanding of the adverse impact, due to illness or injury, on the psychosocial functioning of the patient.   **Planning & Managing Resources**   * Demonstrates the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care. * Demonstrates an ability to handle a varied caseload in a flexible and responsive manner and to effectively handle multiple tasks. * Foresees potential problems or competing priorities and takes appropriate action to ensure service standards do not suffer / deadlines are met. * Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service. * The ability to manage self in a busy working environment including the ability to prioritise caseloads. * Good organisational skills in managing workload * Good time management skills in maximising the use of their time * Devotes energy and time to the most important task at any given time * An appreciation of value for money * Professional knowledge and evidence based practice when planning and organising   **Team Skills**   * Demonstrates an ability to work on own initiative as well as part of a multidisciplinary team. * Demonstrates a willingness to get involved and assist others as appropriate. * Reacts constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises. * Empathises with others and seeks to understand their frustrations. * Effective team skills. * Makes time to get to know other team members individually * The ability to both give direction / feedback, and take direction / feedback, from others * Leadership potential * An ability to facilitate and manage individuals/ groups through the learning process * Is committed to managing own work/ life balance * *Professional knowledge and evidence based practice when working as part of a team*   **Commitment to Providing a Quality Service**   * Demonstrates a commitment to the delivery of a high quality, person centred service. * Demonstrates initiative and innovation in identifying areas for service improvement. * Demonstrates an ability to be flexible and embrace change in order to enhance service delivery and improve service user care. * Displays an 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. * The ability to empathise with and treat others with dignity and respect. * Commitment to providing quality results * An ability to motivate oneself and others in order to facilitate change and improve service delivery * Ability to advocate effectively * Ensures that welfare of the service user is a key consideration at all times * Takes immediate action and informs superiors when problems arise or standards slip * Ensures that all records and technical data are up to date and available if required * A willingness/ aptitude to develop IT skills relevant to the role * Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility * Professional knowledge and evidence based practice when providing a service   **Evaluating Information and Judging Situations**   * Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care. * Demonstrates the ability to think ahead to the consequences of decisions and considers precedence to ensure consistency. * Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. * Recognises when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision. * Flexibility and openness to change * Ability to utilise supervision effectively * Gathers information from enough sources and other people to make well-founded decisions * Takes information on board quickly and accurately * The ability to engage with service users and carry out comprehensive family assessments * The ability to critically analyse and evaluate family systems as a basis for making recommendations for interventions * The ability to make recommendations in the context of planning services to meet needs and manage risks * Pays attention to detail, ensuring that records are accurate and up-to-date * Communicates decisions comprehensively * Display awareness and appreciation of the service user as expert through experience including promoting the involvement of the service user in safeguarding planning, decision-making and service development * Show awareness of the social work role in addressing and challenging anti-discriminatory practice. * Professional knowledge and evidence based practice when evaluating information and judging decisions   **Communication & Interpersonal Skills**   * Displays effective communication skills (verbal & written). * Tailors the communication method and the message to match the needs of the audience. * Demonstrates effective interpersonal skills. Is sensitive to issues arising from multiple stakeholders, is patient and understanding. * Display effective interpersonal and communication (verbal and written) skills. * Demonstrates the ability to empathise with and treat others with dignity and respect. * Anticipates and recognises the emotional reactions of others when delivering sensitive messages. * Demonstrates good negotiation skills, is assertive as required. * A broad vocabulary, particularly in the use of clinical terms * Actively communicates with the wider team * The ability to maintain confidentiality * Professional knowledge and evidence based practice when communicating and interacting with others |
| **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. | |

**Social Worker Professionally Qualified**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent/specified purpose and whole time/part-time.  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 approved salary scale (as at 01/10/2024) for your post is:  €48,624 - €51,870 - €53,592 - €56,116 - €58,662 - €61,223 - €63,780 - €66,338 - €68,899 - **€70,235 LSI**  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://healthservice.hse.ie/staff/health-and-safety/safety-statement/>

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