**Principal Social Worker**

**Job Specification**

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| **Job Title and Grade** | **Principal Social Worker** |
| **Closing Date** | 5pm - Monday 21st January 2019 |
| **Details of the Service** | The person appointed to this post will be required to work as part of the Senior Management Team with Camphill Communities of Ireland. It is a national post that will require engagement at national and local level including advising, developing, supporting and providing assurances in all matters relating to Safeguarding Vulnerable AdultsD |
| **Location of Post** | This post will be located in Camphill Communities of Ireland, Dunshane Community, Dunshane, Brannockstown, Naas, Co Kildare |
| **Reporting Relationship** | The post holder will report to the CEO of Camphill Communities of Ireland |
| **Informal Enquiries** | Ann Sheehan, CEO. Email queries to [ann.sheehan.national@camphill.ie](mailto:ann.sheehan.national@camphill.ie) or phone 087 3707229 |
| **Purpose of the Post** | The purpose of this post is to ensure that all appropriate safeguarding processes are in place across all our communities that supports the delivery of high quality services. Oversight will also be required in considering current and historical practices of safeguarding concerns |
| **Working relationships** | The post holder will have working relationships with the following:   * All members of the Senior Management Team * Quality and Safety Officer * Person’s in Charge in all Communities * Designated Officers in all Communities * Relevant voluntary, statutory and private agencies * Other agencies, as appropriate, for example, An Garda Siochanana, TUSLA – Child and Family Agency, HIQA |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  The Principal Social Worker will:   * Be responsible for the overall management and performance of Safeguarding Practices within Camphill Communities of Ireland in keeping with good professional practice and subject to agreed policy directives and priorities. * Provide clinical and professional leadership in the delivery of appropriate safeguarding practices * Consider historical safeguarding practices in relation to reporting as well as using it as a learning opportunity * As required, take direct responsibility for a defined caseload. . * Ensure the promotion of Safeguarding practices takes cognisance of person Centred model of service provision being delivered through a social model of care within Camphill Communities of Ireland * Develop good working relationships with the senior management team, the local management teams and persons that we support. * Ensure the implementation of current and evolving legislation, policies and procedures, guidelines and protocols. * Ensure anti-discriminatory practice and cultural competence, at individual and service levels. * Seek the development of fair and equitable social policy and where inequalities are identified lobby for change. * Facilitate clear channels of communication to relevant management structures in relation to safeguarding issues   .   * Provide professional leadership at meetings, committees and/or other fora as required in relation to all aspects of Safeguarding * Chair and participate in case conferences with the appropriate staff when the need arises. * To monitor and oversee the management of Safeguarding processes in each Community and provide both local and national reports to ensure appropriate analysis of all statistics in relation to safeguarding practices * To proactively promote ongoing learning and development particularly relating to culture and practice to support integration of safeguarding into everyday practice.   **Education & Training**  The Principal 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. * Ensure appropriate learning and education programmes are in place for all staff in relation to safeguarding practices * Act as a resource in delivering education and training as appropriate to safeguarding as required   **Health & Safety**  The Principal 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.   **Management**  The Principal Social Worker will:   * Contribute and support the organisations key priorities as identified through the Senior Management Team * Report and advise on resources required for Safeguarding . * Oversee the implementation of appropriate induction and probationary systems. * Oversee the implementation of an appropriate performance management system for the delivery of a high quality social work service. * Keep updated on current and impending legislation and the perceived impact on practice. * Keep abreast of developments in national policies and strategies and international best practice. * Keep up to date with national and organisational developments within the Irish Health Service. * Ensure service delivery corresponds to best national and international practice. * Ensure service complies with relevant HR and other policies, procedures and guidelines. * Participate in and contribute to service planning and development. * Provide service delivery reports as required . * Ensure that there are appropriate systems in place to gather relevant information. * Ensure compliance with a high standard of documentation, including individual files in accordance with local guidelines and the Freedom of Information (FOI) Act. * Oversee data confidentiality.   **Confidentiality**  In the course of your employment you may have access to, or hear information concerning, the personal affairs of persons using our services and/or staff, or other Camphill Communities of Ireland business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, persons using our service or other Camphill Communities of Ireland business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.  ***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.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. **Professional Qualifications, Experience etc**   Applicants must;     1. be registered in the Social Work Register maintained by the Social Work Registration Board at CORU or be entitled to be registered\*.   And:   1. maintain live annual registration with the Social Worker Registration Board at CORU once initial registration is secured   And:   1. Have five years relevant experience subsequent to obtaining that qualification 2. Proven effectiveness as a professional Social Worker 3. 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.   \*To progress through the selection process applicants must submit to the Camphill Communities of Ireland proof of acknowledgement of application for registration on the Social Work Registration Board at CORU. Successful candidates will not be appointed unless they have attained registration.   1. **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.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Candidates must demonstrate depth and breadth of experience in working in the Social Care areas of disabilities, as relevant to this post. |
| **Skills, competencies and/or knowledge** | Candidates will be expected to demonstrate and/or display the following skills, competencies and/or knowledge:   * Sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * An ability to apply knowledge to best practice. * The capacity to deliver this service in an effective and resourceful manner within a model of person-centred care. * The ability to manage and develop self and others in a busy working environment. * Effective supervision skills. * Effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues, families, etc. * The ability to evaluate information and make effective decisions especially with regard to service delivery. * Ability to facilitate change and improve service delivery. * Initiative and innovation in identifying areas for service improvement. * A commitment to delivering a quality user- centred service. * Awareness and appreciation of the Person as expert through experience including promoting the role of person in care planning and decision-making and service development. * The ability to empathise with and treat others with dignity and respect. * Effective leadership and team skills. * Good IT skills relevant to the role. * Commitment to continuing professional development. |
| **Competition Specific Selection process** | Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and essential skills 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 shortlisting stage of this process (where applied) will be called forward to interview. |

**All candidates should please note that the reform programme outlined for the Health Services 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.**