

 Social Care Leader

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Social Care Leader – Children’s Disability Network Teams****Ceannaire an Chúraim Shóisialta**(Grade Code: 3030) |
| **Campaign Reference** | SC.006.2024 |
| **Closing Date** | Rolling Campaign  |
| **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** | A panel will be formed as a result of this campaign for any future CDNT Social Care Leader post from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Once formed, the panel will remain in existence for 12 months. |
| **Informal Enquiries** | Gerard Gallagher CDNM, Donegal South West (Gerard.Gallagher3@hse.ie)(087) 4095164  |
| **Details of Service** | The Social Care Leader will be working as part of Children’s Disability Network Teams (CDNT’s). The CDNT is an interdisciplinary team working with children between the ages of 0-18 with complex disability. The team support the child and family through their journey of assessment and intervention all the while providing a family centred practice.The service is planned and delivered in line with Progressing Disability services for Children and Young People.The team comprises Speech and Language Therapist, Occupational Therapist, Physiotherapist, Psychologist, Community Facilitator for Disability, Social Care Worker, Autism Therapists and the Team Manager. The team is line managed by Children’s Disability Network ManagerThere are 3 CDNT’s located within Donegal which are Donegal South West, Donegal North and Donegal East & Inishowen |
| **Reporting Relationship** | The post holder will report to the local Children’s Disability Network Manager |
| **Purpose of the Post**  | Social Care Leaders typically work as part of a wider interdisciplinary team in providing a high quality service to users.The Social Care Leader will provide intervention and support to children and their families, individually or in groups, in conjunction with the wider interdisciplinary team and other relevant agencies. The primary aim is to provide intervention necessary to address any issues preventing service users from living their best life. They will help families to understand and support their child’s disability and maximise their participation in daily life. The Social Care Leader will help to develop the Social Care service within the team and will help to develop service initiatives. |
| **Principal Duties and Responsibilities** | *The Social Care Leader will:***Professional*** Deliver a quality service ensuring professional standards are maintained in accordance with national and local requirements.
* Work within current legislation and policies, procedures, guidelines and protocols as laid down by the employer. Support line management in ensuring that all staff are aware and adhere to same.
* Work in accordance with the principles and values of recovery as described in the Progressing Disability Services for Children and Young People.
* Work closely with and report to the relevant Manager in the administration and management of the Service.
* Assist front line staff, management and members of the multidisciplinary team in the design, implementation and of intervention programmes and help to ensure consistency in the clinic, home, school and community settings.
* Prepare and assist staff in preparing risk assessments, judgements and decisions based on the needs of the client, relevant facts, observable information, and the quality of that information and the likely consequences of any actions taken / decisions made.
* Help to develop and implement individual, group or parent education intervention based on the identified needs of the service users.
* Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each person who uses the service.
* Work with the multidisciplinary team in relation to the safe and appropriate management of challenging behaviour of the people who use the service and assist in the development, review and evaluation of all plans relating to this.
* Maintain appropriate links with family members and community services (Social Workers, General Practitioners and Liaison Nurses etc.).
* Attend and participate in Case Reviews, IFSP and Multidisciplinary Team meetings as required.
* Provide written and verbal reports on a regular basis on the progress of development of people who use the service.
* Chair and participate in staff meetings, as directed.
* Provide leadership and motivation that is conducive to good staff relations and effective work performance.
* Report immediately to the Manager any incidents of poor practice or any matters that are prejudicial to the welfare of the service user.
* Co-operate with external monitoring and statutory inspections and implement their recommendations.
* Promote the rights and responsibilities of each person within the service setting e.g. following complaints procedure guidelines.

**Education, Training & Professional Development*** Contribute to the development of the team in light of the purpose and function of the service.
* Manage, develop and support staff, individually and as a team, including induction, probation, supervisory support and training.
* Participate in regular professional supervision and the supervision of staff as required.
* Participate in further training and development as required.
* Provide guidance and education for work experience or professional students.
* Engage in reflective and evidence-based practice.
* Keep abreast of legislation and current professional knowledge.

**Risk, Health & Safety*** Work in a safe manner with due care and attention to the safety of self and others.
* Be responsible for own health and wellbeing in order to carry out the duties of the role / is committed to managing own work / life balance.
* Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
* Document appropriately and report any near misses, hazards, accidents or incidents and bring them to the attention of designated individual(s) in line with best practice.
* Be aware of risk management issues, identify risks and take appropriate action.
* Promote a culture that values diversity and respect.
* Have a working knowledge of Childrens First Act and your role as a mandated person.
* Be familiar with emergency procedures and know who to contact in an emergency.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management and Administration*** Monitor the interactions between social care staff and clients and ensure that any concerns are discussed with the line manager and addressed accordingly.
* Assist in the administration and day-to-day operation of the service; assume responsibility for various operational functions as designated from time to time by the Manager or their designate.
* Maintain a high standard of documentation, including service user files in accordance with local guidelines, the principles of confidentiality, the Freedom of Information (FOI) and GDPR Acts.
* Maintain accurate up to date records and files, and submit activity data as required.
* Attend team meetings and report to the relevant Manager on matters affecting the delivery of service.
* Be accountable for any money spent on behalf of the HSE during the course of duty.
* Assist in the preparation of policies and procedures required to ensure high standards of care and the implementation of same.
* Be responsible for decision making when on shift and in the absence of the Manager as appropriate; which will include accepting overall responsibility for the service setting.
* Deputise for Manager as and when required.
* Assist in ensuring that the service makes the most efficient and effective use of developments in IT.
* Keep up to date with organisational developments within the Irish Health Service.

**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.Professional Qualifications, Experience, Etc****(a)**Eligible applicants will be those who on the closing date for the competition:(i) Possess the National Diploma in Childcare awarded by awardedby Quality & Qualifications Ireland, (QQI) (Dearbhu Cáiliochtaagus Cáiliochtai Éireann) (formerly HETAC)/DIT.**Or**(ii) Possess the National Diploma in Applied Social Care Studiesawarded by awarded by Quality & Qualifications Ireland, (QQI)(Dearbhu Cáiliochta agus Cáiliochtai Éireann)/DIT.**Or**(iii) Possess the Diploma in Social Care awarded by Quality & Qualifications Ireland, (QQI) (Dearbhu Cáiliochta agus Cáiliochtai Éireann) (formerly HETAC)//DIT.**Or**(iv) Possess the Diploma in Applied Social Studies/Social Care from DIT.**Or**(v) Possess a BA (Ord) in Social Care Practice (Level 7 on the QQI framework).**Or**(vi) Possess Open Training College National Diploma in Applied Social Studies (Disability).**Or**(vii) Possess an equivalent qualification**And****(b)** Candidates must have 3 years experience of working with children and young people in crisis**And** **(c)**Candidates must have a suitable standard of professional attainments.**And****(d)**Candidates 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).**Age**Age restriction shall only apply to a candidate where s/he is not classified as anew entrant (within the meaning of the Public Service Superannuation(Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a newentrant must be under 65 years of age on the first day of the month in which thelatest date for receiving completed application forms for the office occurs.**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. |
| **Post Specific Requirements** | * The candidate should have relevant experience working with children with complex developmental disabilities and their families.
* They should have experience in delivering group based educational interventions to families and service users.
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| **Other requirements specific to the post** | * **The candidate should have access to appropriate transport to fulfil the requirements of the role.**
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| **Skills, competencies and/or knowledge** | **Professional Knowledge / Experience** *The candidate should demonstrate:** Sufficient professional knowledge to carry out the duties and responsibilities of the role including, but not limited to:
	+ Awareness of policy, legislative and professional requirements to ensure an appropriate standard of service delivery (e.g. a working knowledge of the Children First Guidelines, Health Act 2007.
	+ Knowledge of Family Centred Practice and working with families as a key contact within the service in developing family centred care plans.
	+ An understanding of the root causes of challenging behaviour and how best to respond to same.
	+ An in-depth knowledge of life-span development.
* Knowledge of risk assessment and the implementation of general risk assessments
* An understanding of theory and practice in the delivery of care to the client group
* An understanding of therapeutic approaches relevant to the client group based on established best practice

**Planning and Managing Resources***The candidate should:** Demonstrates evidence of effective planning and organising skills including awareness of resource management and importance of value for money
* Demonstrates an ability to manage deadlines and multi-task effectively as part of daily workload management
* Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don’t suffer / deadlines are met
* Takes responsibility for the achievement of delivery targets by regularly monitoring, recording and reporting performance statistics / information

**Leadership & Team Management Skills***The candidate should:* * Demonstrates leadership and team management skills
* Actively promotes multidisciplinary team working
* Empowers staff by appropriately delegating responsibility and authority
* Adapts leadership style to suit the demands of the situation and the people involved
* Motivates staff towards the provision of a quality service

**Problem Solving & Decision Making** *The candidate should:** Gathers information from enough sources and other people to make well-founded decisions
* Formulates, articulates and demonstrates sound reasoning / synthesises and analyses information available
* Regularly quantifies and evaluates activities against plans and takes timely action to correct potential difficulties
* Makes decisions in a transparent manner by involving and empowering others where appropriate

**Commitment to Providing a Quality Service***The candidate should:** Demonstrates commitment to assuring high standards and strives for a person centred service
* Recognises the service user as expert through experience and promotes the involvement of the service user in care planning, decision-making and service development as appropriate.
* Provides a flexible service, is adaptable and promotes innovation in approach to service user care
* Demonstrate commitment to continuing professional development

**Communication & Interpersonal Skills***The candidate should:** Demonstrates excellent communication skills (verbal & written) including active and empathetic listening skills.
* Maintains a professional relationship in all communications, treating others with dignity and respect
* Works collaboratively with the client and other relevant individuals to understand and establish expectations and desired outcomes
* Demonstrate ability to effectively influence others / negotiate with others
* Demonstrate ability to effectively build and maintain relationships including the ability to work with multi-disciplinary team members
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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.The HSE is an equal opportunities employer. |
| **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 Care Leader**

**Terms and Conditions of Employment**

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| **Tenure**  | The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. 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 is: (as at 01/10/2023)52,441 53,575 54,707 57,729 58,899 60,063 61,241New 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 for Persons Reporting Child Abuse Act 1998** | 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. |
| **Mandated Person Children First Act 2015** | 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.

You will remain a mandated person 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. 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/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)