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| **Job Specification; Sample Content****Social Work Practitioner, Senior (3614)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The post holder’s professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure. S/he will provide line management and supervision to staff and students as required. |
| **Purpose of the Post**  | ***For Example:*** The post holder will have responsibility for contributing to the development and maintenance of high standards of professional practice in conjunction with the Principal Social Worker and Social Work Team Leader. This will be achieved through the implementation of an accessible, equitable, person-centred service. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Social Worker Practitioner, Senior will:***Professional / Clinical*** Deliver a quality service to service users ensuring professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-education/swrb-standards-of-proficiency-for-social-workers.pdf>
* Ensure the delivery of social work services is in accordance with CORU’s Code of Professional Conduct and Ethics for the Social Work profession, relevant legislation and HSE policies, procedures, guidelines and protocols.
* Work within current legislation, relevant policies and procedures, guidelines and protocols within the HSE.
* 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. [***Please include or delete this bullet where relevant***.]
* Incorporate Social Work values and ethical principles in planning, developing, implementing and reviewing interventions.
* Ensure the implementation of models of best practice / evidence based practice.
* Be responsible for the management of the day-to-day provision of social work services under the direction of the Principal Social Worker.
* Carry a caseload of complex cases requiring a high level of social work competency and specialist expert knowledge and share expertise with social work colleagues.
* Provide a direct point of access for the local community / designated service area and undertake initial and standardised psychosocial assessments and interventions to individuals, families and groups following the appropriate referral pathway.
* 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 in conjunction with relevant others as required and appropriate.
* Provide supportive counselling, emotional and practical support, and information to service users and their families in a collaborative and consent led manner.
* 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.
* Work within a key worker / case worker system, providing a co-ordinating role for case management where appropriate.
* Make it possible for service users to advocate for their own needs, or where appropriate, advocate on behalf of service users.
* Plan and deliver individual, group, organisational and community based capacity building interventions. Build on the strengths and abilities of the individual / family / groups / community.
* 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.
* Deliver a quality social work service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the service user.
* Monitor and evaluate outcomes of person centred / care plans for individual service users.
* Promote anti-discriminatory practice and cultural competence.
* Initiate and promote new projects that are relevant to the needs of the department in conjunction with Line Management.
* Actively participate as a member of the team / service in team building and change management initiatives.
* Participate in special interest groups relevant to the area of work.
* Arrange and attend case conferences, meetings and other relevant fora as required.
* Attend court, tribunals etc. as required.
* Deputise for the Social Work Team Leader as agreed / appropriate.
* Keep the Team Leader fully informed and up-to-date on all significant matters.

**Education & Training*** Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives as appropriate and in meeting CORU expectations.
* Keep up to date with advances in Social Work research, and on-going review and evaluation of literature relevant to the assigned area.
* Engage in career and professional development planning in collaboration with the Social Work Team Leader / Principal Social Worker.
* 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.
* Develop links with the Schools of Social Work.
* 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.
* Manage, participate and play a role in the practice education of student Social Workers. In collaboration with the Social work Team Leader and Principal Social Worker, contribute to the development, provision and implementation of mentoring and individualised training programmes for social worker staff. Provide a mentoring role to other workers as required/support colleagues in practice teaching as required.
* Actively disseminate specialist knowledge to existing social work staff, provide guidance and supervision to student social workers and relevant others.
* Foster an understanding of the role and contribution of social work by providing professional consultation and education to other members of the service.
* Take responsibility for the supervision and line management of staff as required.
* Be responsible for the probationary appraisal of staff and the completion of probationary appraisal reports as required. Make appropriate recommendations regarding whether employees’ standard of work during probation is satisfactory and whether appointments should be confirmed.
* Take an active role in professional clinical supervision and engage in reflective practice in accordance with CORU requirements and the local / national Supervision Policy.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Health & Safety*** 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 and accidents and bring them to the attention of designated individual(s) in line with best practice.
* Work in a safe manner with due care and attention to the safety of self and others.
* Be aware of risk management issues. Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Comply with procedures with regard to assessment, recommendation and / or manufacturing of all assistive devices.
* 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.
* 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*** Maintain a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) and GDPR Acts.
* Maintain accurate up to date records and files, and submit activity data as required.
* Write accurate, clear, concise and purposeful reports.
* Contribute to the development and implementation of information sharing protocols and audit systems.
* Contribute to policy development and research, audit and quality improvement, performance monitoring and budgetary control of the service, and service development, in collaboration with the Social Work Team Leader / Principal Social Worker.
* Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT.
* Ensure compliance with and implement HR policies and procedures and guidelines.
* Contribute to a range of reports including annual reports, performance indicators, etc. as required.
* Contribute to service plan process by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future.

**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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***Professional Knowledge & Experience** *For example:** 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 knowledge of the various theoretical models, approaches and interventions that apply in current 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 a willingness to engage with ICT and develop ICT skills relevant to the role.

**Planning and Managing Resources**  *For example:** Demonstrates the ability to effectively plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation.
* Demonstrates the ability to manage self and others in a busy working environment including the ability to prioritise and effectively handle multiple tasks.
* Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don’t suffer / deadlines are met.
* Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service, within a model of person-centred care.

**Team Skills** *For example:** Demonstrates effective team skills and the ability to work collaboratively with others.
* Demonstrates leadership potential and facilitates the development of others by providing support such as mentoring, coaching and development planning.
* Demonstrates a willingness to get involved and assist others as appropriate.
* Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises.

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to the delivery of a high quality, person centred service.
* Regularly monitors the quality of own work and that of others under supervision.
* Demonstrates initiative and innovation in identifying areas for service improvement.
* Demonstrates an ability to be flexible and embrace change.
* Display awareness and appreciation of the service user as expert through experience including promoting the involvement of the service user in care planning, decision-making and service development.

**Evaluating Information and Judging Situations** *For example:** Demonstrate 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.
* Confidently explains the rationale behind decisions when faced with opposition or 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***For example:** Displays effective communication skills (verbal & written), tailoring 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, and is patient and tolerant when dealing with conflict situations.
* Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
* Demonstrates good negotiation skills, being assertive as required and treating others with dignity and respect.
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