 Social Worker, Principal

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Social Worker, Principal** *(Grade Code: 350Y)* |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert locationThere is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxxA panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:* What service does the unit provide?
* What client group is served by the unit?
* What are the possible future developments for the service?
* What is the team structure?
* What area is covered by this service?

There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:* To whom will the job holder report?
* Who will report to the job holder?
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| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post**  | What is the overall high-level purpose of the job? *For Example:* The Principal Social Worker is responsible for the effective delivery of a quality social work service responsive to the needs of service users and their families and that functions effectively as an integrated element of wider Health Services.  |
| **Principal Duties and Responsibilities** | *The Social Worker, Principal 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/scwrb-standards-of-proficiency-for-social-care-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, protocols and guidelines.
* 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***.]
* Provide clinical and professional leadership in the delivery of a high quality social work service.
* Contribute to the overall development of the social work service so as to meet current and emerging trends and unmet needs of Mental Health Service users in conjunction with other relevant social and statutory agencies.
* Seek the development of fair and equitable social policy and where inequalities are identified, lobby for change.
* Contribute, as a member of local and area level management teams, to the delivery and future development of an effective service that adheres to statutory requirements and meets the emerging needs of service users.
* Facilitate clear channels of communication to relevant management structures in relation to social work service issues.
* Be responsible for the overall management and performance of social work activity within the designated area in keeping with good professional practice and subject to agreed policy directives and priorities.
* Promote a recovery, approach to Mental Health Service delivery where the service users and family members are central to care planning and involved in the design and delivery of services.
* Develop good working relationships with other Heads of Service, professionals, specialist services, community and voluntary organisations to provide integrated quality care to service users.
* Take direct responsibility for a defined caseload as required.
* Ensure anti-discriminatory practice and cultural competence, at individual and service levels.
* Provide professional leadership at meetings, committees and/or other fora as required.
* Chair and participate in case conferences with the appropriate staff when the need arises.

**Education & Training*** Ensure that the requirements of CORU are met in relation to social work practice, continuous professional development and adherence to the code of conduct and ethics.
* Maintain standards of practice and levels of professional knowledge by ensuring the completion of mandatory training (e.g. Mental Health Commission) and attendance at courses and events as appropriate.
* Engage in career and professional development planning, and ensure professional development planning with all social workers is undertaken at regular intervals.
* Be responsible, in partnership with local General Management, for the practice education of student social workers through provision of placements and through support for social workers who are practice educators within their departments.
* Oversee the provision of a framework for the promotion of staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers.
* Encourage and facilitate social workers to undertake the required training to be a practice teacher for social work students.
* Act as a resource by participating in the education and training of Social Work colleagues and other health professionals as required.
* Build and communicate an understanding of the role and contribution of social work within 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.

**Quality and Risk, Health and Safety Management** * Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same.
* 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 identify, assess, manage and monitor risks within their area of responsibility and take appropriate action.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management** * Participate in and contribute to service planning and development.
* Formulate and review the social work service plan and contribute to the overall plan for Mental Health Services in consultation with the Local Mental Health Management Team and relevant others.
* Provide service delivery reports as required e.g. service plan, annual report and ensure that there are appropriate systems in place to gather relevant information.
* Provide leadership and motivation in optimising service delivery by developing teams and promoting change management.
* Report and advise on social work staffing needs for their area of responsibility.
* 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.
* Ensure the Social Work service complies with relevant HR and other policies, procedures and guidelines.
* Keep updated on; current and impending legislation and the perceived impact on practice; developments in national policies, strategies and international best practice to ensure that service delivery complies with same; developments within the Irish Health Service.
* Contribute to the development of policies, procedures and guidelines in relation to the social work service, engaging staff as appropriate.
* Be responsible for the delivery of the social work service within the budget allocation.
* Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) and GDPR Acts.
* Oversee service user and data confidentiality.
* Collaborate with the Area Manager or equivalent in developing the role of the Principal Social Worker and the team e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research.
* Ensure that the social work service makes the most efficient and effective use of developments in IT.
* Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**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:****Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)**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** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role****e.g.*** **depth and breadth of experience in providing a service to marginalised communities**
* **depth and breadth of experience of working in a High Dependency Unit in an Acute setting**
* **depth and breadth of experience of delivering concurrent, multiple projects.**

**Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post** **e.g.*** **have access to appropriate transport to fulfil the requirements of the role**
* **participate in an on-call rota**
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience** *For example:** Demonstrates a high level of 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.
* Develops and maintains a broad knowledge of the health service and understands how Social Work profession can best contribute to a model of holistic service provision.
* 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.
* Demonstrate a clear understanding of risk assessment and management.
* Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role.
* Demonstrates a strong interest in ongoing learning and a commitment to continuing professional development. Demonstrates the ability to utilise supervision effectively.

**Planning and Managing Resources**  *For example:** Demonstrates the ability to effectively plan and manage activities and resources to ensure value for money and maximum benefit for the organisation, within a model of person-centred care.
* Has a thorough understanding of the practicalities of service planning, budgetary management, value for money and cost-benefit analysis.
* Aligns the profession with the strategy of the organisation.
* Develops service plans that aim to anticipate the changing needs of service users and harness developing professional practice.
* Takes responsibility for the achievement of delivery targets by regularly quantifying and evaluating activities against service plans (including value-for-money audit) and takes timely action to correct potential difficulties.

**Managing & Developing (Self & Others)***For example:** Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others.
* Demonstrates effective leadership and team management skills. Provides clear direction for staff in relation to the goals of their function and how they fit in with the broader organisational strategy.
* Leads by example. Displays motivation, is flexible during challenging times and perseveres despite setbacks to ensure that goals are achieved.
* Motivates and empowers staff by appropriately delegating responsibility and authority.

**Commitment to providing a Quality Service***For example:** Demonstrate a commitment to the delivery of a high quality, person centred service.
* Clearly accepts accountability for standards of performance in area of responsibility.
* Ensures that the full potential of their profession is fully considered in the development of strategic plans for their area of the organisation.
* Strives to keep staff directed towards the longer-term change agenda, while maintaining efficiency of day-to-day service.

**Evaluating Information and Judging Situations** *For example:** Recognises the implications and consequences of decisions in political and strategic terms for the organisation as a whole; considers precedence to ensure consistency.
* Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care.
* Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input.
* Makes decisions in a transparent manner by involving and empowering others where appropriate.

**Communications and Interpersonal Skills***For example:** Display effective communication (verbal & written) and interpersonal skills.
* Demonstrates sensitivity, diplomacy and tact when dealing with others.
* Works collaboratively with multiple stakeholders in understanding and establishing expectations and desired outcomes.
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
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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 Worker, Principal**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **permanent/temporary** and **whole time/part-time.** 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: **PLEASE INSERT (Pro Rata - part-time)****PLEASE INSERT the most recent salary scales for the role and grade code.**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. **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**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.  |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

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)