|  |
| --- |
| **Job Specification; Sample Content****Social Worker, Principal (350Y)** |
| **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.** |
| **Purpose of the Post**  | ***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** | ***For Example:*** *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/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, 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.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate***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.
 |