

### Job Specification – Social Worker

<b>Statement of Purpose</b>	Aurora Enriching Lives, Enriching Communities enable People with complex needs to experience the same rights as every other citizen and as equal members of the community
<b>Job Title</b>	Social Worker
<b>Location</b>	You will be employed by Aurora Enriching Lives, Enriching Communities Services, which includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service.
<b>Purpose of the Role</b>	<p>Aurora Enriching Lives, Enriching Communities is a rights-based service supporting people across community-based supports.</p> <p>The overall purpose of this post is to provide a social work service that seeks to improve the health and social wellbeing of the people we support within the context of the local communities; upholding their rights and active citizenship. The role holder will achieve this through the implementation of an accessible, equitable, person-centred service.</p> <ul style="list-style-type: none"> <li>• Oversee adherence to Assisted Decision-Making Capacity (ADMC) legislation across the service</li> <li>• Carry out Functional Capacity Assessments in line with ADMC as required</li> <li>• Ensuring that the rights of the people and their families are respected.</li> <li>• Identifying unmet needs and making recommendations accordingly.</li> <li>• Working with direct support staff, managers and other clinicians/MDT in devising and implementing care plans for people and support plans for families.</li> <li>• Participating in case conferences, case reviews, team meetings and other meetings as required.</li> <li>• Oversee the work of the Designated Officers for safeguarding vulnerable adults at risk of abuse.</li> <li>• Manage, oversee and report all Safeguarding issues in line with national policies and procedures and fulfil the role of Safeguarding Co-ordinator</li> <li>• Provide reports to Safeguarding Oversight Committee</li> <li>• Participating in the admissions and discharge processes as required.</li> <li>• Ensuring adequate records are maintained and reports furnished as appropriate.</li> <li>• Maintaining good communications and relationships with all other disciplines and employees within Aurora</li> <li>• Participating in planning, policy formation and research as required.</li> <li>• Having a good working knowledge of current legislation, organisational policies, processes and acting in accordance with organisational guidelines and procedures</li> <li>• Provide supervision to social work team members</li> </ul>
<b>Reporting Relationship</b>	Reports to the Assistant Director of Services
<b>Key Working Relationships</b>	<p>The Social Worker will work and interact with the following:</p> <ul style="list-style-type: none"> <li>• The people we support</li> <li>• Support staff (nurses, social care workers, HCA's etc)</li> <li>• Senior Management</li> <li>• PIC's, WCI's, DOS, ADOS</li> <li>• Multi-Disciplinary Team</li> </ul>

	<ul style="list-style-type: none"> <li>• Relevant support functions such as HR, Finance, Housing &amp; Facilities and WCI team etc.</li> <li>• External stakeholders</li> <li>• Decision Support Service</li> <li>• Community Leaders &amp; Resources</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<p>Under the direction of the Assistant Director of Services, the Social Worker will carry out their duties according to:</p> <ul style="list-style-type: none"> <li>• National and regional HSE guidelines</li> <li>• Local policies, protocols and guidelines</li> <li>• Current legislation as it applies to the role</li> </ul> <p><b><u>Professional</u></b> The Professionally Qualified Social Worker will:</p> <ul style="list-style-type: none"> <li>• Be responsible for the management of day-to-day provision of the Social Work Service.</li> <li>• Provide initial and continuous assessments which identify the persons’ individual and collective needs and co-create early interventions and/or social action strategies in partnership with them to meet those needs.</li> <li>• Ensure the implementation of models of evidence-based approach.</li> <li>• Ensure the delivery of Social Work services in an integrated and multidisciplinary manner, aligned to a human rights-based approach.</li> <li>• Support the staff of the Social Work Department in carrying out their duties and responsibilities.</li> <li>• Oversee adherence to Assisted Decision Making Capacity (ADMC) legislation across the service</li> <li>• Carry out Functional Capacity Assessments in line with ADMC as required</li> <li>• Provide family liaison as required</li> </ul> <p><b><u>Management</u></b></p> <ul style="list-style-type: none"> <li>• Accept responsibility for the supervision of other social work staff as required.</li> <li>• Ensure compliance with and implement HR Policies, procedures and guidelines.</li> <li>• Contribute to a range of reports including annual reports, performance indicators, trends, statistics etc. as required.</li> <li>• Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways.</li> <li>• Contribute to service plan process by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future.</li> <li>• Ensure that incidents, near misses and hazard report forms are completed and are compliant with the HSE Safety Incident Management Policy.</li> <li>• Ensure that complaints are managed in line with National Policy.</li> <li>• Provide Leadership and motivation in order to optimise service delivery by developing teams and promoting change management.</li> </ul>

- Be responsible for the probationary period for social work staff and the completion of reports as required.
- Identify a persons' individual and collective needs in partnership with them and co-create early interventions and/or social action strategies to meet those needs.
- Manage and prioritise a caseload appropriate to the post.
- Provide supportive counselling, emotional and practical support, and information to the person and their families.
- 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 people in their environment, with families and local groups.
- Make it possible for people to advocate for their own needs, or where appropriate advocate on behalf of them
- Plan, deliver and engage in systemic interventions as appropriate with individuals, families, groups, organisations and communities.
- Participate and take leadership in community needs assessment and ongoing community involvement including initiating and participating in prevention and health promotion activities.
- Deliver social work service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the person.
- Assess where social conditions are a major factor in health and social wellbeing, consult and plan with the person/ relevant team/ service and arrange appropriate social services for those who need them.
- Actively participate as a member of the relevant team/ service in team building and change management initiatives.
- Attend case conferences, meetings and other relevant fora as required.
- Attend court, tribunals etc. as required.
- Work within current legislation, relevant policies and procedures, guidelines and protocols within the HSE.
- Incorporate Social Work values and ethical principles in planning, developing, implementing and reviewing interventions.
- Implement models of evidence-based practice.
- Work within a key worker / case worker system, providing a co-ordinating role for case management where appropriate.
- Take direction from his / her line manager.
- Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy.
- Engage in reflective practice.
- Promote a culture that values diversity and respect in the workplace.

**Education & Training**

The Professionally Qualified 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 in collaboration with the Social Work Team.
- Keep up to date with advances in Social Work research, and ongoing review and evaluation of literature relevant to the assigned area.
- 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.
- Act as a resource by participating in the induction, education and training of Social Work colleagues, other health professionals and others as required.
- Participate in the practice education of student Social Workers.
- Support and train other staff in accordance with professional standards as appropriate.
- Foster an understanding of the role and contribution of social work by providing professional consultation and education to other members of the service.

**Health & Safety**

The Professionally Qualified 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.
- All employees must have a working knowledge of 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.

**Administrative**

The Professionally Qualified Social Worker will:

- Maintain a high standard of documentation, including individual files in accordance with local guidelines and the Freedom of Information (FOI) Act.
- Maintain accurate up to date records and files, and submit activity data as required.
- Write accurate, clear, concise and purposeful reports.
- Ensure the maintenance of the persons' file and data confidentiality.
- Contribute to the development and implementation of information sharing protocols and audit systems.
- Contribute to policy development, performance monitoring and budgetary control of service.
- Collaborate with the Team or designate in developing the role of the Social Worker and the service e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research.
- Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT.

**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**

	<b>post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b>
<b>Qualifications / Experience / Criteria</b>	<p><b>Candidates must have:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• The person appointed will hold a professional social work qualification in Social Work (NQSW/CQSW) or equivalent qualification.</li> <li>• Applicants must be registered in the Social Work Register maintained by the Social Work Registration Board at CORU.</li> <li>• Maintain live annual registration on the Social Work Register maintained by the Social Workers Registered Board at CORU.</li> <li>• Must have the requisite knowledge and ability (including a high standard of suitability, professional and managerial ability) for the proper discharge of the duties of the office.</li> <li>• Have at least 3 years relevant professional experience in Social Work.</li> <li>• Experience of working in a multi-disciplinary environment.</li> <li>• Competent and confident IT Skills.</li> <li>• Full Clean Driving License.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in working with people with an Intellectual Disability.</li> <li>• Experience of volunteer co-ordination</li> </ul>
	<p><b>Health</b> In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Satisfactorily undergo Garda vetting procedures prior to commencing</p> <p><b>Essential</b> Full clean driving licence and own transportation</p>
<b>Skills, competencies and/or knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate sufficient professional knowledge to carry out the duties and responsibilities of the role.</li> <li>• Demonstrate experience of applying evidence-based practice.</li> <li>• Demonstrate the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care.</li> <li>• Demonstrate the ability to self-manage in a busy working environment including the ability to prioritise caseloads.</li> <li>• Demonstrate a commitment to assuring high standards and initiative and innovation in identifying areas for service improvement.</li> <li>• Display awareness and appreciation of the person as expert through experience including promoting the involvement of the person in all aspects of their lives.</li> <li>• Demonstrate the ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrate the ability to evaluate information and make effective decisions especially with regard to the persons' care.</li> <li>• Display effective interpersonal and communication (verbal and written) skills.</li> <li>• Demonstrate flexibility and openness to change.</li> <li>• Demonstrate ability to utilise supervision effectively.</li> <li>• Demonstrate commitment to continuing professional development</li> </ul>