

St. Vincent's Hospital
Fairview

JOB DESCRIPTION

SENIOR SOCIAL WORKER

ADOLESCENT IN-PATIENT UNIT

Jul 2010

Job Specification & Terms and Conditions

Job Title and Grade	Senior Social Worker – In patient Adolescent Unit
Competition Reference	Adol/319
Closing Date	
Location of Post	St Vincent’s Hospital Richmond Road Fairview Dublin 3
Details of Service	This post is funded by monies for the new Adolescent Inpatient Unit (St Joseph’s) at St Vincent’s Hospital, Fairview. This service works in close cooperation with the Adolescent Day Service.
Eligibility Criteria Qualifications and/ or experience	<p>Candidates must, on the latest date for receiving completed applications for the office possess:</p> <ol style="list-style-type: none"> (1) Have the N.Q.S.W. qualification or equivalent. (2) Three years relevant post qualification Social Work experience. (3) Each candidate must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of office. (4) Familiarity with <i>Children First</i> and principles of sound Child Protection procedures and referral protocols <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience in Medical Social Work and group work. ▪ Therapeutic experience with Children and Adolescents <p>Qualifications obtained outside the Republic of Ireland will require validation by the National Social Work Qualifications Board (NSWQB)</p>
Reporting Relationship	<p>Responsible to: Chief Executive</p> <p>Reports to Service Manager and Consultant Psychiatrist; The Adolescent service is under the direction of a Clinical Director. The successful candidate will be expected to seek professional supervision from an External Social Worker.</p>

<p>Purpose of the Post</p>	<ul style="list-style-type: none"> • To provide Social Work services within St. Vincent’s Hospital, Fairview • To work within a multidisciplinary environment in the provision of best quality care for our clients and their families. • To apply and develop specialist skills and knowledge appropriate to this service.
<p>Summary of key skills, competencies and/or knowledge</p>	<p>The candidate must demonstrate:</p> <ul style="list-style-type: none"> • Sufficient command of the English language to effectively carry out the duties and responsibilities of the role • Sufficient knowledge and knowledge of evidence based practice to skilfully carry out the duties and responsibilities of the role • The ability to plan and deliver care in an effective and resourceful manner • An ability to manage and develop self and others in a busy working environment • The ability to effectively evaluate information and make appropriate decisions • A commitment to assuring high standards and a service-user centred service • Effective team skills • Effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers, etc. • The ability to empathise with and treat service users / others with dignity and respect • Flexibility and openness to change • Ability to utilise supervision effectively • A willingness to develop IT skills relevant to the role
<p>Principal Duties and Responsibilities</p>	<ul style="list-style-type: none"> • To provide a social work service for patients/ clients and their families. • To research and develop the Social Work role in the Adolescent Service.

- To work as a full time member of the multi-disciplinary team providing within this service an understanding of the psychological, emotional and social difficulties of individuals and families in crisis.
- To facilitate other disciplines in the provision of social work support to patients and their carers.
- To assess the concerns and resources of the patient, their family or significant others, and to formulate care plans in conjunction with the multi-disciplinary team, patient and family.
- To work directly with patients, families or significant others using individual, group or family therapy techniques, as appropriate.
- To facilitate use of community based services as they relate to patients, their family or significant others, through liaison with services outside of the Hospital.
- To assess the particular needs of inpatients prior to discharge and in conjunction with the multi-disciplinary team to ensure that relevant services, facilities and equipment are available in the community to meet those needs, wherever possible.
- To ensure effective working relationships with primary health care teams and other social work teams are maintained.
- To facilitate the protection and welfare of children in conjunction with Health Board services and An Garda Siochana in accordance with Children First.
- To act as an advocate for patients and their families with Statutory and voluntary agencies.

Training and Education

- To participate in the design and development of teaching and training programmes for healthcare staff as requested. To participate in the teaching and in service training programmes for staff of the Hospital.
- To take on the role of Practice Teacher for the training of Social Work Students within the Hospital setting (if required).
- To implement the training programme for Social Work Students and develop it in line with new developments and best practise (if required).
- To act as Mentor to any new staff/locum staff where required
- To continue personal professional development ensuring that the service being provided reflects current knowledge of best practice.

- To co-operate with any future mandatory or statutory registration requirements as may be set down for professionals working in the health services.

Service management

- To develop and implement new initiatives to meet the needs of patients and families in line with National and International research and best practice.
- To represent the hospital on relevant local and national committees, if service demands allow

Other Duties

- To maintain accurate and up-to-date records and to produce relevant statistics as required.
- To undertake such other appropriate duties as may be assigned from time to time.
- To attend and participate in such meetings and events as may be required from time to time in line with the normal requirements of the post. This includes attendance at meetings outside the hospital and outside normal working hours where this need arises. You will be entitled to travel and subsistence in line with normal public sector rates as apply to the health services.
- Any other duties as may be assigned from time to time by the Chief Executive or any other authorised Officer.

General

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in external and internal CPD training and development programmes in consultation with the post holder's manager.
2. To undertake, with the post holder's immediate supervisor and/or manager, an annual review of the post and to formulate on this basis a professional development plan.
3. To maintain appropriate clinical records, databases and statistics as required by the hospital.
4. To comply with, and maintain up to date knowledge of, legal and local guidelines in respect of the Freedom of Information Act, Data Protection Act and other such requirements.
5. To adhere to the hospitals Code of Practice/Code of Ethics

in taking up the duties of the post.

The above job description 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 him / her from time to time and to contribute to the development of the post while in office.

Terms and Conditions of Employment
Title of Post: Senior Social Worker

Tenure	The appointment is whole-time, permanent and pensionable
Remuneration	The Salary scale for the post is: €55,789 to €65,506
Working Week	The standard working week applying to the post is: 35 hours
Annual Leave	The annual leave associated with the post is: 26 days.
Superannuation	All pensionable staff become members of the pension scheme.
Probation	A Probationary period of 12 months will apply
Age	Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.
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	<p>Each candidate for and any person holding the office must be of good character. Offers of employment will be subject to Garda Vetting and Reference Checks.</p> <p>The Hospital will carry out Garda Vetting on all new employees. New employees will not take up duty until the Garda Vetting process has been completed and the Hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</p> <p>All applicants will sign a detailed Standard Declaration which forms an integral part of their application form.</p> <p>All candidates being processed for appointment will, on commencement of the clearance process, sign a Statutory Declaration and complete the Garda Vetting Form.</p> <p>Candidates being considered for appointments are obliged to complete the official Garda Vetting Form where they must disclose <u>any and all convictions received</u>. This disclosure must include such offences as driving offences, non payment of a TV licence and public order offences, and includes the application of</p>

	<p>probation or community service.</p> <p>The Hospital will refer to the Garda Síochána individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the Hospital or on the Garda Vetting Form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.</p>
--	---

Recruitment and Selection Procedures

Validation of qualifications, experience etc.	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
Pre-Employment Health Assessment	Candidates will be required to undergo a pre-employment medical by the hospital's nominated GP.
References	The Hospital reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees. <u>Please note: candidates are requested not to submit references with their application form.</u>
Application Details	<p>Applications should be submitted, including your Curriculum Vitae (1 copy) together with the names and addresses of 2 referees (one of which should refer to a recent employment) to:</p> <p style="text-align: center;">The Human Resources Department St Vincent's Hospital Richmond Road Fairview Dublin 3</p> <p style="text-align: center;">Tel no. 01 8842400 ext. 2232 Fax no. 01 8370801 Email: humanresources@svhf.ie</p> <p style="text-align: center;">on or before 5.00 p.m. on 30 September, 2010</p> <p style="text-align: center;">Please ensure your envelope is sealed and marked with the appropriate reference number</p>

	<p>Candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.</p>
<p>Data Protection Act, 1988 and 2003:</p>	<p>When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature.</p> <p>Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988 and 2003.</p> <p>Certain items of information, not specific to any individual, are extracted from computer records for general anonymous statistical purposes.</p>

Person Specification

Post Senior Social Worker

Qualifications

Essential

- Have the N.Q.S.W. qualification or equivalent.
- Three years relevant post qualification Social Work experience

Experience

Essential

Each candidate must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of office.

Experience of research, evaluation and/or audit.

Familiarity with *Children First* and principles of sound Child Protection procedures and referral protocols

Desirable

Experience of working with a wide variety of patient / client groups across the mental health spectrum.

Experience of working with child and adolescent mental health patients with complex needs.

Experience of working with patients / clients with long term clinical and psychotherapeutic mental health needs.

Experience of working within a multi-disciplinary team model.

Experience of working with diverse populations, in different cultural contexts, including socially marginalized populations.

Skills and Knowledge

Essential

A highly developed ability to communicate effectively both orally and in writing and to convey highly complex and clinically sensitive information to family members of all ages, students, and to a wide range of professional people within and outside the Health Service.

An awareness of relevant legislation and its implications for clinical practice.

The ability to organise and prioritise workload and to complete tasks within an agreed timeframe.

Desirable

Skills in providing consultation to other professional and non-professional staff.

The ability to train others using a wide variety of multi-media materials applicable to and depending on the content/audience.

Other Requirements

Evidence of personal resilience and aptitude for dealing with potentially distressing and highly emotional work.

Ability to be a constructive, collaborative and flexible team worker with an ability to work in different roles and contexts.

Commitment to continuing professional development.