

**Job Specification**  
**Interim Children Services Worker**

<b>Job Title, Grade and Grade Code</b>	<b>Interim Children Services Worker</b>  6206
<b>Details of Service</b>	<p>The Child and Family Agency was established on 1<sup>st</sup> January 2014 and is responsible for improving wellbeing and outcomes for children. It represents the most comprehensive reform of services for the development, welfare and protection of children and the support of families ever undertaken in Ireland. It is an ambitious move which brings together some 4,000 staff who were previously employed within Children and Family Services of the Health Service Executive, the National Educational Welfare Board and the Family Support Agency.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Welfare and Protection Services, including family support services</li> <li>• Family Resource Centres and associated national programmes</li> <li>• Early years (pre-school) Inspection Services</li> <li>• Educational Welfare responsibilities including School completion programmes and Home School Liaison</li> <li>• Domestic, sexual and gender based violence services</li> <li>• Services related to the psychological welfare of children</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p> <p>As this post is one of those designated under the Protection of 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.</p>

<b>Purpose of Role:</b>	The purpose of the post is to assist in the provision of a social work service that seeks to improve the health and social wellbeing of the service users within the context of the local communities. S/he will achieve this through the implementation of an accessible, equitable, person-centred service. This role is for a 3/6 month period, as an interim measure to allow the post holder to obtain Coru Registration. Appointment to a Social Worker Post is by means of the National Social Work Panel.
<b>Reporting Relationship</b>	Your professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure.
<b>Duties and Responsibilities</b>	<p><b><u>Professional / Clinical</u></b></p> <p><b>The Interim Children Services Worker will practice in a restricted, supervised and supported Role in consultation with a Registered Professionally Qualified Social Worker carrying out the functions below:</b></p> <ul style="list-style-type: none"> <li>• Provide a screening/initial assessment/further assessment and care planning service to the care group and to develop referral procedures with other social work networked services.</li> <li>• The Interim Children Services Worker is required to integrate social work theory and research findings in their practice and to demonstrate a commitment to professional values and ethics.</li> <li>• Under the supervision of both the Principal Social Worker, Social Work Team Leader and Senior Social Work Practitioner provide a direct point of access for the local community and offer initial and holistic social assessment and intervention to children, youth, families and groups.</li> <li>• Identify service users' individual and collective needs in partnership with them, and in consultation with the team, co create early interventions and/or social action strategies to meet those needs.</li> <li>• Manage and prioritise a restricted caseload appropriate to the post in consultation with assigned Senior Social Work Practitioner and Principal Social Worker.</li> <li>• The Interim Children Services Worker will provide supportive counselling, emotional and practical support, and information to service users and their families while under the guidance of a Professionally Qualified Social Worker.</li> <li>• Adopt a holistic approach aimed at enhancing the quality of life, health and social wellbeing of all persons within the service area.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote independence, self-reliance, self-determination and empowerment with persons in their environment, with families and local groups.</li> <li>• Make it possible for service users to advocate for their own needs, or where appropriate advocate on behalf of service users.</li> <li>• The Interim Children Services Worker will plan, deliver and engage in systemic interventions as appropriate with children, youth and families, groups, organisations and communities while under the guidance of a Professionally Qualified Social Worker.</li> <li>• Participate and take leadership in community needs assessment and ongoing community involvement including initiating and participating in prevention and health promotion activities.</li> <li>• The Interim Children Services Worker will deliver project work service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the service user.</li> <li>• 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.</li> <li>• Monitor and evaluate outcomes of person centred care plans for individual service users.</li> <li>• The Interim Children Services Worker will actively participate as a member of the relevant team/ service in team building and change management initiatives.</li> <li>• Attend case conferences, meetings and other relevant sessions as required.</li> <li>• Attend court, tribunal's etc. for the purpose of shadowing proceedings while under the <b>guidance and supervision</b> of a Professionally Qualified Social Worker.</li> <li>• The Interim Children Services Worker will work within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the Agency.</li> <li>• Incorporate Social Work values and ethical principles in planning, developing, implementing and reviewing interventions.</li> <li>• Implement models of best practice / evidence based practice.</li> <li>• The Interim Children Services Worker will work within a key worker / case worker system, providing a co-ordinating role for case management where appropriate.</li> <li>• Take direction from his / her line manager.</li> <li>• Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy.</li> </ul>
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- The Interim Children Services Worker will engage in reflective practice.
- Promote a culture that values diversity and respect in the workplace.
- The Interim Children Services Worker will keep the Team Leader fully informed and up-to-date on all significant matters.

#### **Administrative**

- The Interim Children Services Worker will maintain a high standard of documentation, including service user 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.
- The Interim Children Services Worker will ensure the maintenance of service user 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 in conjunction with the Social Work Team Leader/ Principal Social Worker.
- Collaborate with the Social Work Team Leader / Principal Social Worker or designate in developing 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.

#### **Education & Training**

- The Interim Children Services 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 Leader / Principal Social Worker.
- The Interim Children Services Worker will 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.

	<ul style="list-style-type: none"> <li>• Keep up to date with organisational developments within the provision of Social Work and Social Care Services.</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria Qualifications and / or Experience</b></p>	<p><b>Applicants must by the closing date of application have the following:</b></p> <p>a) Must have an entitlement to be registered and be in the process of registering with the Social Work Registration Board maintained at CORU (Transcripts of exam results and registration details will be required).</p> <p>And</p> <p>b) Once CORU registration is received, maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU</p> <p>And</p> <p>c) Must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p>

	<p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate sufficient professional knowledge to carry out the duties and responsibilities of the role.</li> <li>• Demonstrate an awareness of applying evidence based practice.</li> <li>• Demonstrate an understanding and show ability to apply knowledge to best practice.</li> <li>• Demonstrate the understanding and show some capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care.</li> <li>• Demonstrate an aptitude to manage self in a busy working environment including the prioritising caseloads.</li> <li>• Demonstrate an awareness of what it is to work in complex systems and to navigate these and develop excellent multiagency working relationships</li> <li>• Demonstrate an understanding of delivering high standards and strive for a user centred service.</li> <li>• Demonstrate an understanding of the initiative and innovation needed in identifying areas for service improvement.</li> <li>• Display an understanding of the service user as expert through experience including promoting the involvement of the service user in care planning, decision making and service development.</li> <li>• Demonstrate the ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrate an understanding of the need to evaluate information and make effective decisions especially with regard to service user care.</li> <li>• Display effective interpersonal and communication (verbal and written) skills.</li> <li>• Demonstrate skills of been a team player.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate flexibility and openness to change.</li> <li>• Demonstrate ability to utilise supervision effectively.</li> <li>• Demonstrate a willingness to develop IT skills relevant to the role.</li> <li>• Demonstrate a commitment to continuing professional development.</li> </ul>
<b>Other requirements of the role</b>	The post holder will require access to appropriate transport as the post may involve travel.
<b>Campaign Specific Selection Process</b>  <b>Shortlisting / Interview</b>	<p>Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing 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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<b>Code of Practice</b>	<p>The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 &amp; 1988 and the Freedom of Information Act 2014</p>
<p>Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description may be reviewed</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither</p>	

definitive nor restrictive and is subject to periodic review with the employee concerned.

### Interim Children Services Worker

<b>Tenure</b>	<p>The current vacancy available is a <b>temporary contract</b> to the position of Interim Children Services Worker while pending registration and is for a <b>proposed period</b> of 3 months (maximum contract is 6 months).</p> <p>The contract will be for a <b>maximum period</b> of six months. <b>The post holder may only be appointed to a Social Worker post from their placement on the National Professional Social Work Panel.</b></p> <p>The post is pensionable.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<b>Remuneration</b>	<p>The Salary for the post is PQSW Post Qualification/Pre-Registered</p> <p>€36,258 (pro-rata to contract term.)</p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 37 hours</p> <p>This will include 2 hours of reflective practice</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post is 29 days per annum and will be calculated prorata to the contract.</p>
<b>Superannuation</b>	<p>This is a pensionable position with Tusla. 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.</p>
<b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b>	<p>The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in</p>



	keeping with the Tusla – Child and Family Agency Child Protection policies.
<b>National Standards for Children and Family Services</b>	<p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p>