

## **Candidate Campaign Information Pack Social Care Leader - Cork**

Dear Candidate,

Thank you for your interest in the post of: **Social Care Leader - Cork**

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration.

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process.

For any informal enquiries regarding the position and job specification please contact:

**Zoe Linane, Team Leader - Email: [Zoe.Linnane@tusla.ie](mailto:Zoe.Linnane@tusla.ie) Mobile: 087 2443631**

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [tuslarecruit@tusla.ie](mailto:tuslarecruit@tusla.ie) or **Tusla Recruit Campaign Manager Nicola Barnwell: 087 3610990.**

Kind Regards,  
Tusla Recruitment Team

## Job Specification

<b>Job Title, Grade and Grade Code</b>	Social Care Leader – Cork  Grade Code (3030)
<b>Campaign Reference Approval Code</b>	FN22/363
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	17 <sup>th</sup> August 2023
<b>Closing Date for Applications</b>	12 noon, Monday 4 <sup>th</sup> September 2023
<b>Proposed Interview date(s)</b>	October 2023 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	<b>Zoe Linane, Team Leader - Email: Zoe.Linnane@tusla.ie Mobile: 087 2443631</b>  <i>Making an <b>informal enquiry</b> gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>
<b>Location of Post</b>	Cork
<b>Details of Service</b>	<p>The Child and Family Agency was established on 1<sup>st</sup> January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure.</p> <p>The Agency currently has responsibility for a budget in excess of €800m and delivers its services through circa 5,000 people in 350 locations across the Country.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Family Support</li> <li>• Alternative Care</li> </ul>

	<ul style="list-style-type: none"> <li>• Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Domestic Sexual and Gender Based Violence (DSGBV)</li> <li>• Children's Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p>
<b>Purpose of Role:</b>	Under the guidance of the Line Manager, to ensure that the therapeutic philosophy, policies and procedures of the Community Service are implemented.
<b>Reporting Relationship</b>	The post holder will report to the designated Manager.
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p><b>Working with Children/Young People/Families/Carers</b></p> <ul style="list-style-type: none"> <li>• To support the implementation of Tusla's Prevention, Partnership and Family Support; Child Protection and Welfare; and Alternative Care Strategies.</li> <li>• Promote a culture where young people are treated with dignity and respect, promoting a culture of unconditional positive regard at all times.</li> <li>• Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each service user.</li> <li>• Advocate on behalf of the service user.</li> <li>• Compliance with relevant Tusla policies.</li> <li>• Attend court as required.</li> <li>• To identify the needs and strengths of Children/Young People/Families/Carers and to work in partnership with them, their families and other practitioners to meet their needs, realise their rights and achieve desired outcomes.</li> <li>• To promote and support the implementation of the Meitheal National Early Intervention Practice Model including undertaking the role of Lead Practitioner.</li> <li>• Support preliminary screening and assessments, safety planning as required under Children's First in line with standard business processes</li> <li>• Support the completion and implementation of Child plans such as, Children in Care Plans; Child Protection and Welfare Plans; Social Work led Safety Plan; Meitheal Support Plans; Single Agency Family Support Plans.</li> <li>• Support the implementation of creative community alternatives to care.</li> <li>• To work at an individual, group and community level with children in conjunction with local statutory and voluntary partner agencies.</li> <li>• To support children and young people in alternative care and promote reunification or permanency planning as appropriate.</li> <li>• Liaise with accommodation, welfare, education and training resources to source appropriate service for service users.</li> <li>• To promote the participation of children and young people in decision making on issues that affect their lives at both individual and collective levels.</li> <li>• To work directly with children to prevent or mitigate adverse childhood experiences and to capitalise on strengths and build resilience.</li> </ul>

- The Social Care Leader may also have additional supervisory duties of Social Care Workers or Family Support Practitioners and others that may be required
- To undertake, supervise and support access visits to children in care with their parents and extended family and access visits arranged on court orders

#### **Administration & Accountability**

- To undertake, supervise and support access visits to children in care with their parents and extended family and access visits arranged on court orders. To keep such records and submit such reports as are required from time to time.
- Participate in and provide information on current levels of need and provision to inform the Area Commissioning planning process.
- To be familiar with emergency procedures and to know who to contact in an emergency.
- Ensure Child protection procedures are followed in accordance with the responsibilities of a designated officer.
- To keep abreast of current legislation and current professional child care knowledge.
- To implement the Child and Family Agency's procedures and policies.
- To undertake ongoing professional training and development.
- To attend regular supervision with the designated Manager.
- To perform any other duties that may be assigned from time to time.

#### **Teamwork & Leadership**

- Participate in working within a team centred consistent approach.
- Working with other professionals and external stakeholders.
- Work as part of a team and assist and support colleagues in implementing practice models.
- Supervise Social Care students as appropriate/required.

#### **Training & Professional Development**

- Delivery of training both internal and external.
- To perform such other duties as appropriate to the office as may be assigned from time to time by the designated manager.

#### **Health & Safety**

- Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
- 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

	<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>i) Ordinary Bachelor's Degree in Applied Social Care Studies awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the National Diploma in Applied Social Care Studies awarded by HETAC / DIT. <b>OR</b></p> <p>ii) Ordinary Bachelor's Degree in Social Care awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the Diploma in Social Care awarded by HETAC / DIT. <b>OR</b></p> <p>iii) Diploma in Applied Social Studies / Social Care from DIT. <b>OR</b></p> <p>iv) Ordinary Bachelor's Degree in Social Care Practice awarded by a recognised body (Level 7 on the National Framework of Qualifications). <b>OR</b></p> <p>v) Ordinary Bachelor's Degree in Applied Social Studies (Disabilities) awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the National Diploma in Applied Social Studies (Disabilities), The Open Training College (HETAC Accredited). <b>OR</b></p> <p>vi) Ordinary Bachelor's Degree in Childcare awarded by a recognised body (Level 7 on the National Framework of Qualifications) or the National Diploma in Childcare awarded by HETAC / DIT. <b>OR</b></p> <p>vii) an equivalent social care qualification from another jurisdiction.</p> <p><b>AND</b></p> <p>b) a suitable standard of professional attainments.</p> <p><b>AND</b></p> <p>c) the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of office.</p> <p><b>AND</b></p> <p>d) have a minimum of three years' post qualification experience of working in a Children &amp; Families Service or other relevant environment with a similarly challenging client group.</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>

<b>Skills, competencies and/or knowledge</b>	<p><b><u>Professional Knowledge/Experience relevant to the role</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate sufficient professional knowledge and experience to carry out the duties and responsibilities of the role.</li> <li>• Working knowledge of theory and practice in the delivery of Children’s Services.</li> <li>• Demonstration of practice in therapeutic approaches relevant to the client group.</li> <li>• Sufficient awareness of policy, legislative and professional requirements to ensure an appropriate standard of service delivery.</li> <li>• A willingness to develop IT skills relevant to the role.</li> <li>• A commitment to continuing professional development.</li> <li>• Awareness of children and young people’s participatory practice</li> <li>• Support preliminary screening and assessments, safety planning as required under Children’s First in line with Standard Business Processes.</li> <li>• Compliance with relevant Tusla policies.</li> </ul> <p><b><u>Planning and Decision Making for the Delivery of Quality Service</u></b></p> <ul style="list-style-type: none"> <li>• The capacity to plan and manage resources in an effective and resourceful manner.</li> <li>• The ability to manage self in a busy working environment including the ability to prioritise workloads.</li> <li>• Flexibility and openness to change.</li> <li>• Demonstrate changes/improvements to service delivery.</li> <li>• A commitment to assuring high standards and strive for a user centred service.</li> <li>• The ability to evaluate information and make effective decisions in a timely manner</li> <li>• Demonstrate initiative and innovation in identifying areas for service improvement.</li> <li>• Demonstrate flexibility and openness to change.</li> <li>• Demonstrate the ability to evaluate information and make effective decisions especially with regard to service user care.</li> <li>• The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.</li> <li>• A capacity to develop new proposals and recommend decisions on a proactive basis.</li> <li>• Confidently explains the rationale behind decisions when faced with opposition or competing demands.</li> </ul> <p><b><u>Team and Leadership Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective team and leadership skills.</li> <li>• Demonstrate effective supervision skills.</li> <li>• Demonstrate the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others.</li> <li>• Demonstrate the ability to resolve conflict and empower people with sometimes quite divergent points of view.</li> <li>• Initiative and innovation in identifying areas for service improvement.</li> <li>• Ability to work independently on own initiative and as part of a team.</li> <li>• The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders</li> </ul>
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	<p><b><u>Communication and Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Effective interpersonal and communication (verbal and written) skills.</li> <li>• The ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrate effective flexibility and motivation.</li> <li>• Demonstrate effective communication with internal and external stakeholders.</li> </ul>
<b>Other requirements of the role</b>	Transport necessary to carry out role
<b>Application Process</b>  <b>Campaign Specific Selection Process</b>  <b>Shortlisting / Interview</b>	<p>The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been 'dormant' for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully.</p> <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 - 2018 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 and reporting relationships may be reviewed and updated.</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 definitive nor restrictive and is subject to periodic review with the employee concerned.</p> <p><b>Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</b></p> <p><b>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</b></p>	

<b>Tenure</b>	<p>The current vacancies available are permanent/temporary and whole time/part-time.</p> <p>The posts are pensionable.</p> <p>A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at "expression of interest" stage for each individual post. The purpose of this campaign is to fill immediate urgent vacancies and it is expected that panel placements will cease if expressions are not received within the appropriate processes.</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>
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<b>Remuneration</b>	<p>The Salary scale for the whole time equivalent of this post is:  <b>01/03/2023: €51,666 - €52,783 - €53,899 - €56,876 - €58,029 - €59,175 - €60,336</b></p> <p>The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in <b>Appendix 5</b>.</p> <p>Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy.</p> <p>Different terms and conditions may apply if the appointee is a currently serving civil or public servant.</p>
<b>Working Week</b>	<p>The standard working week applying to the whole time equivalent of this post is: <b>39</b> hours.</p>
<b>Annual Leave</b>	<p>The WTE annual leave associated with the post will be outlined at job offer stage and will be dependent as below on relevant service.</p> <p>23 days: 0 - 5 years' service  24 days: 5 - 10 years' service  26 days: 10 years + service</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>Probation</b>	<p>A probation period of six (6) months shall apply from the commencement employment, during which contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further period of up to four (4) months. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period.</p> <p>Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.</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 keeping with the Tusla – Child and Family Agency Child Protection policies.</p>

<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>
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