



Job Specification & Terms and Conditions

Job Title and Grade	Social Worker Senior Medical - Adult Services. (Grade Code: 3019)
Campaign Reference	Ref: SVHF/03/2024
Closing Date	Applications must be received by 5:00 pm on Wednesday 22 nd May 2024.
Proposed Interview Date(s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	St. Vincent's Hospital, Fairview, Richmond Road, Fairview, Dublin 3. Eircode: D03 XK40
Details of Service	<p>St. Vincent's Hospital, Fairview provides progressive and comprehensive Multidisciplinary Team Mental Health Services that include Adult and Child and Adolescent Inpatient services, Adolescent and Adult Day Hospital services and Outpatient services for the catchment area of Dublin North Central. It is essential that these services operate seamlessly from the service user's perspective.</p> <p>The post holder will operate within the Adult Services at St. Vincent's Hospital, Fairview.</p>
Reporting Relationship	<ul style="list-style-type: none"> a) Accountable to the Chief Executive. b) All clinical issues are reported to the Clinical Lead on the MDT team (Consultant Psychiatrist) for adult services.
Purpose of the Post	The purpose of the post is to provide a social work service that seeks to improve the health and social wellbeing of the service users. They will achieve this through the implementation of an accessible, equitable, person-centred service. The Senior Social Worker position requires the successful candidate to work as part of this specialist multidisciplinary team in adult/older persons psychiatry. It entails providing social work services to service users and their families and encompasses individual work, along with liaison with community services. There is a strong emphasis on working jointly with other disciplines.
Principal Duties and Responsibilities	<i>The Social Worker Senior Medical will:</i> <u>Professional / Clinical</u>

- Be responsible for the management of the day-to-day provision of the social work service
- Take direct responsibility for a defined caseload as required, in particular cases that require a high level of experience and expertise.
- Manage/ provide an initial assessment service to relevant/ all care groups and to develop referral procedures with other social work networked services.
- Ensure the implementation of models of best practice / evidence based practice.
- Ensure the delivery of social work services in accordance with legislation, policies and procedures, guidelines and protocols.
- Ensure the delivery of social work services in an integrated and multidisciplinary manner with a range of statutory and voluntary groups and organisations, whilst promoting social inclusion.
- Ensure the promotion of the social model of care and recognition of the social determinants of health and wellbeing.
- Ensure anti-discriminatory practice and cultural competence, at individual and service levels, promoting equal access to good housing, education entitlements and benefits.
- Provide an appropriate level of supervision, as appropriate, for staff consistent with good practice and the local/ national supervision policy.
- Promote a culture that values diversity and respect in the workplace.
- Participate in working groups / committees / fora as requested
- Chair, attend and manage a range of meetings including case conferences as required.
- Attend court, tribunals etc. as and when required.
- Seek the advice of relevant personnel when appropriate / as required.
- Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy.

Education & Training

- Maintain standards of practice and levels of professional knowledge by monitoring and reviewing the standards within their area of responsibility, participating in and organising continuous professional development initiatives and professional development planning.

- Keep updated on current and impending legislation and the perceived impact on practice.
- Keep abreast of developments in national policies and strategies and international best practice.
- Keep up to date with organisational developments within the Irish Health and Social Services.
- Actively engage in staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers.
- Act as a resource by participating in and promoting the education and training of Social Work colleagues, other health professionals and service user groups including clinical audit and research.
- 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

- Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same.
- 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

- Provide leadership and motivation in order to optimise service delivery by developing teams and promoting change management.
- Be responsible for the probationary appraisal of staff and the completion of probationary appraisal reports, as required. Make appropriate recommendations regarding whether employees' standard of work during probation is satisfactory and whether appointments should be confirmed.
- Ensure compliance with and implement HR policies and procedures and guidelines.
- Contribute to a range of reports including annual reports, performance indicators etc. as required.

	<ul style="list-style-type: none"> • Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways. • Contribute to service plan process by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future. • Ensure a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act. • Ensure the maintenance of service user and data confidentiality. • Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT. <p>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 him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or Experience</p>	<p>Candidates must at the latest date of application:</p> <p><u>1. Professional Qualifications, Experience, etc.</u></p> <p>i) Must be registered in the Social Workers Register maintained by the Social Workers Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>ii) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU</p> <p style="text-align: center;">AND</p> <p>iii) Have 3 years' relevant post qualification experience</p> <p style="text-align: center;">AND</p> <p>iv) 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><u>2. Annual Registration</u></p> <p>i) Maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>ii) Confirm annual registration with CORU to St. Vincent's Hospital, Fairview by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><u>3. Health</u></p> <p>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><u>4. Character</u> Each candidate for and any person holding the office must be of good character.</p> <p>If being processed for appointment, original documentation will be sought for all qualification requirements for the post.</p> <p>In the event that a number of years' experience is required for a post, you will be requested to provide documentary evidence that you possess same.</p> <p>If you are the holder of a non-Irish qualification, please note that in order to be appointed to a post, your qualifications must be verified by the relevant Professional Body for your profession.</p>
<p>Post Specific Requirements</p>	<p>Demonstrate depth and breadth of social work experience in Mental Health with adult and older persons, including legal matters as relevant to the role.</p>
<p>Other Requirements Specific to the Post</p>	
<p>Skills, competencies and/or knowledge</p>	<p>Essential</p> <ul style="list-style-type: none"> • Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role • Demonstrate a commitment to assuring high standards and strive for a user centred service. • Sufficient command of the English language to effectively carry out the duties and responsibilities of the role • A highly developed ability to communicate effectively both orally and in writing and to convey highly complex and clinically sensitive information to family members and professionals. • Display effective interpersonal and communication (verbal and written) skills including skills in mediation, conciliation and advocacy and the ability to collaborate with colleagues, families, etc. • Demonstrate the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care. • 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. • Demonstrate effective leadership and team skills.

	<ul style="list-style-type: none"> • Demonstrate effective supervision skills. • Ability to utilise supervision effectively • Demonstrate evidence of effective planning and organisational skills including caseload prioritisation, project management, evidence-based practice and ability to apply knowledge to practice • Display awareness and appreciation of the service user as expert through experience including promoting the role of service user in care planning, decision-making and service development. • Demonstrate the ability to empathise with and treat others with dignity and respect. • Demonstrate initiative and innovation in identifying areas for service improvement. • Demonstrate flexibility and openness to change. • Demonstrate the ability to evaluate information and make effective decisions especially with regard to service user care. • Demonstrate a willingness to develop IT skills relevant to the role. • Demonstrate commitment to continuing professional development • An awareness of relevant legislation and its implications for clinical practice. • Sound knowledge and experience of legislation including the Mental Health Act 2001, Trust in Care Policy and the Children First Act 2015, guidelines and codes of ethics in relation to professional practice, as relevant to the role. • Experience of working with adults and older persons experiencing mental health difficulties. • Experience of working with diverse populations, in different cultural contexts, including socially marginalized populations. • Experience of working within a multidisciplinary team model and/or within an acute hospital setting.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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><u>Failure to include information regarding these requirements may result</u></p>

	<p><u>in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.</p>
<p>Code of Practice</p>	<p>St. Vincent’s Hospital, Fairview 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 www.cpsa.ie.</p> <p>St. Vincent’s Hospital, Fairview is an Equal Opportunities Employer.</p>

<p>How to Apply</p>	<p>Please apply online at www.IrishJobs.ie and include a copy of your Curriculum Vitae</p> <p>Please quote reference SVHF/03/2024 on all correspondence.</p> <p>NOTE: Applications, including your C.V., must be accompanied by a letter of application, setting out your reasons for considering yourself as suitable for the role and pointing to the relevant experience that illustrates how the essential criteria are met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the essential & desirable knowledge, skills and competencies section of this Job Specification. 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>Applications must be received by:</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. Shortlisting will take place.</p> <p>General Enquiries in relation to this vacancy can be addressed to: <i>Tel: (01) 884 2498 or Email recruitment@svhf.ie</i></p> <p>See also Recruitment and Selection Procedures in the Terms and Conditions Section below.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>This job specification 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>	

Terms and Conditions of Employment
Social Worker Senior Medical - Adult Services

Tenure	The appointment is part-time, 21hrs per week, 0.6 WTE, permanent and pensionable
Remuneration	<p>The Salary scale for the post (as at 01.10.2023) is</p> <p>€66,055 - €67,938 - €69,824 – €71,707 – €73,591 – €75,473 - €76,194</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard working week applying to the post is: 35 hours.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	All pensionable staff become members of the pension scheme. This is a pensionable position with St. Vincent’s Hospital Fairview. 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.
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* Public Servants not affected by this legislation:</p>

	<p>Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
Probation	A Probationary period of 6 months will apply.
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. Offer is subject to pre-employment medical.
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 Clearance on all new employees. New employees will not take up duty until the Garda Clearance 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 there must disclose <u>any and all conviction 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 probation or community service.</p> <p>The Hospital will refer to the Garda Siochana 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>
Protection for Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection for 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.
Mandated Person Children First Act 2015	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation:</p> <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. <p>You will remain a mandated person 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>
Infection Control	Have a working knowledge of 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.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).

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 a GP.

<p>References</p>	<p>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.</p> <p><u>Please note: candidates are requested not to submit references with their application.</u></p>
<p>Interview Information</p>	<ul style="list-style-type: none"> • St. Vincent’s Hospital, Fairview will not be liable for travelling or other expenses incurred by candidates who may be required to attend for interview. • An interview panel will be formed to conduct interviews for the position which may include external panel members. • Interviews will be arranged soon as possible following the closing date for applications.
<p>Data Protection Act, 1988, 2003 and 2018:</p>	<p>When your application 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 and in making an application, you are deemed to have granted your permission to use your personal information for the sole purpose of processing your application as a candidate for a role within the Hospital.</p> <p>Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988, 2003 and 2018.</p> <p>Certain items of information, not specific to any individual, are extracted from computer records for general anonymous statistical purposes.</p>