



CoAction West Cork provides quality services to support children and adults with an intellectual disability, and with or without autism

CoAction West Cork currently have a number of exciting vacancies

Social Worker Team Leader (0.5 WTE) – 3 Year Fixed Term Contract

The Social Worker Team Leader, based in Bantry, with responsibility for all areas of service will be a Designated Officer in line with CoAction's Adult Safeguarding Policy and Child Protection and Welfare Policy. The successful candidate will also manage a caseload and supervise and manage a team of social workers to provide a quality service to the children and adults we support. The post holder will ensure standards and regulations are met. The successful candidate will be registered in the Social Work Register maintained by the Social Work Registration Board at CORU, maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU, 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 and Have five years relevant post qualification experience.

Full job descriptions, eligibility criteria and application form are available at www.coaction.ie or email in confidence to hadmin@coaction.ie for any enquiries.

Please apply with detailed Cover Letter, CV and Application Form.

Closing date: Tuesday 3rd August 2021

CoAction West Cork is an equal opportunities employer

Social Work Team Leader Job Description

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Director of Services. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

Reporting to: The Director of Services or such other person as the employing authority may designate

Base: Bantry, with responsibility for all areas of service within CoAction West Cork CLG

CoAction West Cork CLG (*hereafter CoAction*) provides a wide range of community-based day, residential, respite, multi-disciplinary, home support and outreach supports and services to children and adults with an intellectual disability with and without autism, and their families, throughout West Cork. As Lead Agency under Progressing Disability Services national HSE policy, CoAction provides multi-disciplinary services to children with complex needs. The supports and services we provide are underpinned by CoAction's Vision, Mission, Core Values and Strategic Plan, which together aim to enable people we support to live the life of their choosing.

Overall Purpose of Position

The overall purpose of the post is to be a Designated Officer in line with CoAction's Adult Safeguarding Policy and Child Protection and Welfare Policy, manage a caseload and supervise and manage a team of social workers to provide a quality service to the children and adults we support. The post holder will ensure standards and regulations are met. He / she will report directly to the Director of Services.

Key Responsibilities

Professional / Clinical

- Be responsible for the overall management of the day-to-day provision of the social work service to children and adults.
- Provide clinical leadership and an appropriate level of supervision consistent with good practice to the social work team.
- Provide clinical guidance, advice and support to management as required.
- Undertake the duties and responsibilities of a Designated Person as required.
- Take direct responsibility for a defined caseload as required, in particular cases that are complex, require specialist knowledge, sharing expertise with multidisciplinary colleagues.
- 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.
- Ensure the promotion of the social model of care and recognition of the social determinants of health and well-being.
- Ensure anti-discriminatory practice and cultural competence, at individual and service level.
- Promote a culture that values diversity and respect in the workplace.
- Participate in working groups / committees / fora as requested by the Director of Services.
- 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.
- Engage in reflective practice and take an active role in an appropriate level of planned professional supervision.
- Keep the Director of Services fully informed and up-to-date on all significant matters.
- Deliver a quality social work service in collaboration with other disciplines/agencies as required, in appropriate settings reflecting the needs of children and adults and their families.
- Incorporate social work values and ethical principals in assessment, planning, developing, implementing and reviewing interventions.

Support, Guidance & Advice

- Support, guide and advise management in the promotion and implementation of a rights-based culture where the principles of the Assisted Decision Making (Capacity) Act are actively promoted and embedded in practice.
- Support, guide and advise management in optimising service and in change management processes.
- Support, guide and advise management in the probationary appraisal of social work staff and the completion of appraisal reports as required.
- Make appropriate recommendations regarding whether social work employees' standard of work during probation is satisfactory and whether appointments should be confirmed.
- Ensure compliance with and implementation of HR policies, procedures and guidelines as appropriate.
- Support, guide and advise management in identifying the budget / resource requirements of the social work service as appropriate.
- Contribute to a range of reports including annual reports, performance indicators etc. as required.
- Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways.
- Contribute to service plan processes by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future.

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.
- Engage in career and professional development planning collaboration with the Director of Services.
- 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.
- Keep updated on current and impending legislation and the perceived impact on social work practice.
- Actively disseminate specialist knowledge to existing social work staff and other team members.
- 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.
- Provide placements for students with appropriate supervision.
- Provide guidance and supervision to student social workers and relevant others.
- Provide a mentoring role to other workers as required/support colleagues in practice teaching as required.
- In collaboration with the Director of Services, contribute to the development, provision and implementation of mentoring and individualised training programmes for social work/ social care staff.
- Act as a resource by participating in and promoting the education and training of Social Work colleagues, other health professionals and children and adults we support, 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 CoAction.

Administrative

- Maintain a high standard of documentation, including individual files in accordance with CoAction policies, local guidelines, the Data Protection Act, GDPR and other relevant legislation.
- 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 confidentiality in all aspects of the role.
- 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 Director of Services.
- Contribute to service developments by monitoring and evaluating emerging needs and trends in consultation with team members and the Director of Services.

- Collaborate with the Director of Services in developing the role of the Social Work Team Leader 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.

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 and students comply with same.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and Regulations as they apply to the role.

The above description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. As this is a new, evolving post the description will be reviewed after 12 months and thereafter as appropriate. The postholder will be given as much notice as possible of any significant changes.

Social Work Team Leader Person Specification

Professional Qualifications and Experience

Eligible applicants will be those who on the closing date for the competition:

- (i) Must be registered in the Social Work Register maintained by the Social Work Registration Board at CORU.
And
- (ii) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.
And
- (iii) 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.
And
- (iv) Have five years relevant post qualification experience.

Essential Skills, Competencies and/ or Knowledge

Candidates must:

- Demonstrate clinical and professional knowledge to carry out the duties and responsibilities of the role
- Demonstrate an ability to apply knowledge to best practice.
- Demonstrate a commitment to and the capacity to plan and deliver care in an effective and resourceful manner within a rights-based and person-centred model of support.
- 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 clinical supervision experience and skill.
- 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 ability to evaluate information and make effective decisions especially with regard to the children and adults we support and their families.
- Demonstrate initiative, flexibility and innovation in identifying areas for service improvement and development.
- Display awareness and appreciation of the people we support as experts including the promotion of their role in planning, decision-making and identifying their supports and service requirements.
- Demonstrate a high level of empathy, compassion and kindness.
- Demonstrate effective leadership and team-working skills
- Demonstrate significant level of flexibility and openness to change
- Demonstrate a willingness to develop IT skills relevant to the role.
- Demonstrate commitment to continuing professional development.

