

Job Description – Safeguarding Officer

The Service

St John of God University Hospital, Stillorgan, Co. Dublin is an independent acute mental health teaching hospital with 180 in-patient beds and one of the leading European providers in mental health treatment and care. The hospital also has outpatient services available in Dublin. St John of God University Hospital employs more than 390 staff.

In addition to a range of outpatient services, which include psychiatry, psychology, the Hospital currently provides specialist inpatient services in: Addictions, Psychosis, Eating Disorders, Psychiatry of Later Life and Adolescent services. The Hospital is affiliated hospital of University College Dublin and partners with Trinity College Dublin, Royal College of Surgeons in Ireland, Dublin City University, the University of Limerick for undergraduate and postgraduate healthcare professional programmes, and the College of Psychiatrists of Ireland for the training of psychiatrists. <https://www.stjohnofgodhospital.ie/>

The Post:	Safeguarding Officer
Reporting to:	Head of Social Work
Responsible to:	Chief Executive

Role Summary

As an integral member of the Social Work Team, this role is crucial in ensuring the effective implementation of safeguarding policies and procedures, providing advice and support to hospital staff, and overseeing compliance with relevant safeguarding legislation, national guidance and organisational policy and procedures.

This is a full-time position. The person appointed will hold a part time case load in addition to their Safeguarding Officer responsibilities.

The person appointed will be answerable to the Head of the Social Work Department and will carry out duties as assigned by the Head of the Social Work Department.

Principal Duties and Responsibilities:

Professional / Clinical

- Support hospital staff adherence to the hospitals safeguarding policy as approved by the hospital management team, national legislation and guidance
- Collaborate with the Head of the Social Work Department, Safeguarding and Protection Committee and Sexual Safety Committee to review and update hospital policies and procedures, ensuring alignment with current legislation, national guidance and best practices.
- Collaborate with the Head of the Social Work Department, and with the Safeguarding and Protection Committee and Sexual Safety Committee as required to review and update internal reporting procedures and protocols to ensure they are in line with best practice.
- Act as Designated Liaison Persons/Designated Officer, offering case-specific advice while supporting staff to ensure that all reporting obligations are met.
- Review internal safeguarding concerns reports and provide support and advice to hospital staff and Multi-Disciplinary Teams to develop, implement and review safety plans.
- Conduct Preliminary Screenings as required.

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- Report to Hospital Management, Line Manager, Safeguarding and Protection Committee and Risk Committee on Safeguarding trends as required.
- Conduct appropriate Safeguarding Audits
- Promote a positive safeguarding culture in the organisation.
- Provide safeguarding training for staff at induction and at other times as required.
- To actively engage with professional supervision provided by the Head of the Social Work Department.
- To provide a professional social work service at senior level to the attending patient population, family and relevant others in an LGBT+ inclusive, non-discriminatory manner.
- Report to Head of Social Work Department
- To conduct psychosocial assessments, paying particular attention to factors impacting on risk, illness, treatment, recovery and the maintenance of wellbeing.
- To contribute to appropriate meetings and participate on committees as assigned.
- To work with specialist multidisciplinary treatment teams as assigned by the Head of the Social Work Department.
- To actively engage with professional supervision provided by a designated the Head of Department.
- To fully participate in the working of the Social Work Department as directed by the Head of Department or designate including attendance at departmental meetings, participation in clinical audit and research projects and attendance at both in-house and external training as relevant.
- To keep up to date with best practice standards and with all national legal and guidance developments and uphold the code of ethics of professional social work practice.
- To comply with hospital policies and procedures, maintain professional Social Work records to the highest professional standards and in line with Hospital Policy.
- To maintain Registration with CORU and meet CORU CPD requirements.

Education & Training

- Maintain standards of practice and levels of clinical knowledge by participating in continuous professional development initiatives and attendance of relevant courses as required.
- Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines.

The post holder will

- Be fully familiar with the terms of the Safety Health and Welfare at Work Act 2005 and supporting Regulations, and all relevant policy documents of Saint John of God University Hospital CLG including e.g. Risk Management Policy, Complaints Policy, Adverse Incident Reporting Policy, Manual Handling Management Policy, Safety Management System, Fire Policies, Safety Statements, Staff handbook, Patient information Booklet, Contract of Care, Safeguarding Vulnerable People Policy, Standard Operating Procedures and all the relevant Policies and Policy Documents relating to Saint John of God University Hospital CLG and the Strategic Plan for the organisation.
- Be fully familiar with the Regulatory requirements of the Mental Health Commission and ensure their full implementation pertaining to your areas of responsibility.
- Evaluate and review practices, policies, procedures, processes, guidelines and systems for all quality and regulatory compliance operations across the services collaborating with line management so that they are consistently in line with best practice and industry standards.

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- To respect and operate within the framework of the tradition, character and ethos which govern the work of St. John of God University Hospital.
- Ensure that all Saint John of God University Hospital reports and records are confidential to the service and maintain confidentiality in respect of matters which come to your knowledge in the course of your official duties.
- To perform any other duties appropriate to the post, as may be assigned by the Clinical Director, Chief Executive or his/her designated nominee.

This job description will be subject to review in light of experience and/or changing circumstances and will include other duties appropriate to the post as may be reasonably determined by the Clinical Director, Chief Executive or his/her designated nominee.

Person Specification:

Essential Criteria	• CORU registered professionally qualified Social Worker • Minimum 5 years Social Work Experience • A good working knowledge of all aspects of safeguarding including types of abuse; risk assessment and management; the impact of abuse on adults and children; offender behaviour; dynamics of abuse, including institutional abuse. • Experience of working in both adult safeguarding and child welfare and protection, including handling allegations, complaints and serious incidents. • Experience of working in the area of adult mental illness.
Desirable Criteria	• Experience of working in safeguarding in the field of Mental Illness. • Experience of working with Multi Disciplinary Teams • Experience of working in a hospital environment
Health	• A candidate for and any person holding this office must undergo medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.
Character	• A candidate or any person holding this office must be of good character. Garda vetting is a mandatory requirement.