SOCIAL CARE WORKER

JOB TITLE	**Social Care Worker**
LOCATION OF POST	**St. Paul's Child and Family Care Service, Beaumont Woods, Dublin 9** This comprises of a range of service inclusive of our 3 residential respite centres and our day respite service, The Willow Club.
DETAILS OF SERVICE	St Paul's CFCC is a children's disability service. Supporting children that range in ages from 5 – 18 years with a diagnosis of Autism and an Intellectual Disability.
REPORTING RELATIONSHIP	St. Paul's CFCC Person's In Charge, St. Paul's CFCC Assistant Director of Service and St Paul's Director of Service.
PURPOSE OF POST	St. Paul's CFCC provides high-quality, person-centred services for children and adolescents with Autism Spectrum Disorder and Intellectual Disability. The Social Care Worker plays a key role in delivering safe, ethical, evidence-based care in line with CORU Standards of Proficiency, organisational policies, and national regulatory requirements. Working as part of a multidisciplinary team including psychology, psychiatry, speech and language therapy, occupational therapy, nursing, social work, and social care. The Social Care Worker supports each child's physical, emotional, social, and developmental needs while promoting dignity, autonomy, and meaningful participation.
PRINCIPLE DUTIES AND RESPONSIBILITIES	**The roles and responsibilities of the incumbent Social Care Worker will change in line with service developments. He/she will be expected to take on additional responsibilities and new areas of work under his or her management. The below is a sample of the main areas of responsibility of the Social Care Worker and is not an exhaustive list.** **Main Duties and Responsibilities:** As a Social Care Worker you will: 1. Act in accordance with the standards codes and policy guidelines as laid down by the service and CORU. Work in accordance with CORU's Code of Professional Conduct and Ethics. Demonstrate professional accountability, integrity, and respect in all interactions. Maintain appropriate professional boundaries and uphold confidentiality at all times. 2. Ensure practice reflects current legislation, national standards, and evidence-based approaches 3. Be required, in line with St Paul's Person Centred Approach, to act as a Key Worker for a named child/adolescent. This duty will require you to be responsible for devising, revising, co-ordinating, implementing, updating and

	evaluating individualised person centred plans & involving the each child/adolescent and or parent. 4. Respect and treat each child/adolescent as an individual in their own right, to maximise their potential and promote independence. 5. Utilise information, evidence based practice, research and statistical data to inform service delivery and decision-making. 6. Advise and direct "Direct Support Workers" in assessing, planning, implementing and evaluating care in line with the Shift Leader Policy of the service. 7. Liaise with school regarding child/adolescent Individual Education Plan and integrate same in the person centred plan. 8. Supervise the child/adolescent in all aspects of daily life, having regard for safety and safety of others. 8. Ensure that all efforts are made to provide for the physical emotional, social and play needs of the service user whereby, optimising the quality of care delivered 9. Assist in the day-to-day running of the department, where allocated, whereby optimising the effective and efficient running of said department. 10. Ensure the house/environment is clean and safe at all times and suitable for the child/adolescent. 11. Maintain good household standards and encourage the child / adolescent to help with tasks including cooking, shopping, laundry and housework. 12. Prepare meals for the child/adolescents in accordance with the HACCAP Regulations. And be aware of the daily nutritional requirements and balanced diet of each child/adolescent 13. Participate actively in recreational activities, including playing, exercise, social outings and other activities deemed suitable for the child/adolescent. 14. Ensure safe storage, administration and recording of the child/adolescents medication. 15. Undertake risk assessment to determine risks to the health and well- being child/adolescent and implement appropriate strategies to manage and minimise risk. 16. Lead staff during internal and external emergency situations. 18. Social Care Worker grade must be able to show an understanding of the regulatory requirements as laid down by the Health Information and Quality Authority. **Collaborative working** 1. Report and liaise daily with the Childcare leader/Person In Charge and other members of the Multidisciplinary team, as deemed necessary. 2. Attend and report at respite review meetings and case conferences on child/adolescent's person centred plan, cognisant of information to be gleaned from the clinical team and the school teachers report 3. Act as a professional role model for junior staff, promoting high standards of practice and strong professional values.

	Training and Education 1. Maintain and enhance professional competence through continuous professional development (CPD). Comply with CORU registration requirements and engage in reflective practice. 2. Attend in Service Training Programmes and lectures. 3. Attend all mandatory training as deemed necessary by the service. 4. Keep up to date with best practice and research in Autism/ Childcare. **<u>Communication and Information</u>** 1. Ensure the child/adolescent's records are kept updated, relevant and accurate with evidence of goal outcomes evaluated. 2. Ensure written communication complies with organisational policy and professional standards. 3. Ensure effective communications are maintained; including verbal handover, written reports and minutes of meetings. 4. Assist with the preparation and presentation of relevant reports as required.
GENERAL	• <u>Confidentiality</u> You will be aware of the confidential nature of St Paul's CFCC and in <u>particular, the right of patients to confidentiality.</u> • <u>Policies & Procedures</u> You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position. • <u>Hygiene Standards</u> The highest standard of hygiene must be maintained at all times and all staff members are responsible for ensuring compliance with the requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards. • <u>Health and Safety</u> Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of St Paul's mission, vision and values, as they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that St Paul's service remains a safe place to work. • <u>Information Technology</u> Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation. • <u>Business Continuity Management</u>

	Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation" (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to: make themselves familiar with the Organisational BCM Policy attend BCM education sessions provided for them make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan **Note:** These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of St Paul's. The incumbent Senior Social Worker will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Person Specification:

Job requirements	**Essential**	**Desirable**
Qualifications	• A recognised Level 7/8 qualification in Social Care or Applied Social Studies (Disability) eligible for CORU registration. • Eligibility for registration with CORU under the Social Care Workers Registration Board.	Knowledge of Autism Knowledge of augmentative communication systems
Experience	Experience in disability sector.	Experience of supporting families with children with a diagnoses of complex needs / autism
Organisational knowledge	Understanding the context in which Social Care services are offered within a multidisciplinary setting in a service for intellectual disability / autism	Knowledge of the Childrens' First Act, Tulsa, HIQA.
Core and Special Aptitudes	• Collaborative working. • Leadership skills • Clear verbal and written communication • Good Interpersonal & organisational skills • Ability to communicate with multidisciplinary team • Adaptable and flexible across a range of settings • Negotiating problem solving. • Positive attitude, with self-directed	

	learning. • Full clean Driving Licence (Essential)	