



**Principal Social Worker
Job Specification & Terms and Conditions**

Job Title and Grade	Principal Social Worker (Grade Code:350Y)
Campaign Reference	23UHWAH2209
Closing Date	02.10.2023 at 2 p.m. Applications received after this date and time will not be accepted.
Proposed Interview Date (s)	Interviews will be held on October 17th 2023. Shortlisting will be completed week commencing 2 nd October 2023, 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	South / South West Hospital Group, University Hospital Waterford (UHW) incorporating Kilcreene Regional Orthopaedic Hospital There is currently one permanent whole-time post available in the Medical Social Work Department in University Hospital Waterford. A panel may be formed as a result of this campaign for Principal Social Worker from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled for University Hospital Waterford
Informal Enquiries	For all enquiries relating to UHW and services provided, please contact: Ben O'Sullivan, General Manager <u>Ben.OSullivan2@hse.ie</u> 087-7166313 For enquiries relating to the role of Principal Social Worker in the Acute Services, please contact: Dearbhla Ní Ríordáin General Manager of Social Work SSWHG <u>dearbhla.niriordain@hse.ie</u> Mobile 087- 1880657
Details of Service	University Hospital Waterford provides general Medical, Surgical and Maternity care to people living in South Kilkenny, Waterford city and County. Speciality services are provided for the south east population in many areas. UHW is the designated cancer centre for the southeast providing rapid access assessment for Breast, Prostate, Lung and Skin cancers. Haematology, Medical Oncology and Palliative care is provided through inpatient and day care facilities. The Social Work Department in University Hospital Waterford offers a number of services to patients and their families. The service focuses on the social and emotional aspects linked to a patient's admission to hospital and involves working with those who may experience distress, crisis, trauma, breach of safety, bereavement and adjustment to loss. The Department takes referrals from Medical, Surgical and Emergency services including Adult and Paediatric service users.



	This Principal Social Worker Post is a new development in University Hospital Waterford. This post is being established in order to develop the Social Work Service in the hospital in line with other teaching hospitals within the South/South West Hospital Group. The post holder will be expected to carry a limited caseload as well as provide line management and clinical supervision to the existing social work posts in the hospital.
Reporting Relationship	The Principal Social Worker will report to the General Manager or other nominated manager.
Purpose of the Post	The Principal Social Worker is responsible for the management and development of the Social Work Service consistent with, and in support of the functions and objectives of University Hospital Waterford. The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of the changes necessary to achieve organisational objectives.
Principal Duties and Responsibilities	<i>The Social Worker, Principal will:</i> <u>Professional / Clinical</u> • Deliver a quality service to service users ensuring professional standards are maintained in accordance with the requirements as set out by CORU https://coru.ie/files-education/swrb-standards-of-proficiency-for-social-workers.pdf • Ensure the delivery of social work services is in accordance with CORU's Code of Professional Conduct and Ethics for the Social Work profession, relevant legislation and HSE policies, procedures, protocols and guidelines. • Provide clinical and professional leadership in the delivery of a high quality social work service. • Contribute to the overall development of the social work service so as to meet current and emerging trends and unmet needs of Maternity, ED, Oncology, Paediatrics and General medicine Service users in conjunction with other relevant social and statutory agencies. • Seek the development of fair and equitable social policy and where inequalities are identified, lobby for change. • Contribute, as a member of local and area level management teams, to the delivery and future development of an effective service that adheres to statutory requirements and meets the emerging needs of service users. • Facilitate clear channels of communication to relevant management structures in relation to social work service issues. • Be responsible for the overall management and performance of social work activity within the designated area in keeping with good professional practice and subject to agreed policy directives and priorities. • Develop good working relationships with other Heads of Service, professionals, specialist services, community and voluntary organisations to provide integrated quality care to service users. • Take direct responsibility for a defined caseload as required. • Ensure anti-discriminatory practice and cultural competence, at individual and service levels. • Provide professional leadership at meetings, committees and/or other fora as required. • Chair and participate in case conferences with the appropriate staff when the need arises.



Education & Training

- Ensure that the requirements of CORU are met in relation to social work practice, continuous professional development and adherence to the code of conduct and ethics.
- Maintain standards of practice and levels of professional knowledge by ensuring the completion of mandatory training and attendance at courses and events as appropriate.
- Engage in career and professional development planning, and ensure professional development planning with all social workers is undertaken at regular intervals.
- Be responsible, in partnership with local General Management, for the practice education of student social workers through provision of placements and through support for social workers who are practice educators within their departments.
- Oversee the provision of a framework for the promotion of staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers.
- Encourage and facilitate social workers to undertake the required training to be a practice teacher for social work students.
- Act as a resource by participating in the education and training of Social Work colleagues and other health professionals as required.
- Build and communicate an understanding of the role and contribution of social work within the service.
- Take an active role in professional clinical supervision and engage in reflective practice in accordance with CORU requirements and the local / national Supervision Policy.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

Quality and Risk, Health and Safety Management

- Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of designated individual(s) in line with best practice.
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, adequately identify, assess, manage and monitor risks within their area of responsibility and take appropriate action.
- Comply with procedures with regard to assessment, recommendation and / or manufacturing of all assistive devices.
- Promote a culture that values diversity and respect.
- 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

- Participate in and contribute to service planning and development.
- Formulate and review the social work service plan and contribute to the overall plan for the hospital.



	• Provide service delivery reports as required e.g. service plan, annual report and ensure that there are appropriate systems in place to gather relevant information. • Provide leadership and motivation in optimising service delivery by developing teams and promoting change management. • Report and advise on social work staffing needs for their area of responsibility. • Oversee the implementation of appropriate induction and probationary systems. • Oversee the implementation of an appropriate performance management system for the delivery of a high quality medical social work service. • Ensure the Social Work service complies with relevant HR and other policies, procedures and guidelines. • Keep updated on; current and impending legislation and the perceived impact on practice; developments in national policies, strategies and international best practice to ensure that service delivery complies with same; developments within the Irish Health Service. • Contribute to the development of policies, procedures and guidelines in relation to the social work service, engaging staff as appropriate. • Be responsible for the delivery of the social work service within the budget allocation. • Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) and GDPR Acts. • Oversee service user and data confidentiality. • Collaborate with the Area Manager or equivalent in developing the role of the Principal Social Worker and the team e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research. • Ensure that the social work service makes the most efficient and effective use of developments in IT. • Act as spokesperson for the Organisation as required. • Demonstrate pro-active commitment to all communications with internal and external stakeholders. 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.
Eligibility Criteria, Qualifications, and/or experience	Candidates must have, at the latest date of receipt of applications for the Post: 1. <u>Professional qualifications, Experience, etc.</u> (i) Be registered, or be eligible for registration, on the Social Workers Register maintained by the Social Workers Registration Board at CORU. And (ii) Have 5 years full time (or aggregate of 5 years full time) relevant post-qualification experience 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. (iv) Provide proof of Statutory Registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU before a contract of employment can be issued 2. <u>Annual registration</u> (i) On appointment practitioners must maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.



	And (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3. <u>Health</u> Candidates 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. 4. <u>Character</u> Candidates for and any person holding the office must be of good character.
Post Specific Requirements	Demonstrate depth and breadth of experience working as a Team Leader/Senior Social Worker in an Acute Hospital or related setting
Skills, competencies and/or knowledge	Professional Knowledge & Experience • Demonstrates a high level of professional knowledge to carry out the duties and responsibilities of the role safely and effectively within the legal, ethical and practice boundaries of the profession. Key areas of proficiency would include child protection, adult safeguarding, Assisted Decision Making Act • Develops and maintains a broad knowledge of the health service and understands how Social Work profession can best contribute to a model of holistic service provision. • Demonstrates knowledge of the various theoretical models, approaches and interventions that apply in current practice. • Demonstrates a commitment to promoting and applying evidence based practice and research. • Demonstrate a clear understanding of risk assessment and management. • Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role. • Demonstrates a strong interest in ongoing learning and a commitment to continuing professional development. Demonstrates the ability to utilise supervision effectively. Planning and Managing Resources • Demonstrates the ability to effectively plan and manage activities and resources to ensure value for money and maximum benefit for the organisation, within a model of person-centred care. • Has a thorough understanding of the practicalities of service planning, budgetary management, value for money and cost-benefit analysis. • Aligns the profession with the strategy of the organisation. • Develops service plans that aim to anticipate the changing needs of service users and harness developing professional practice. • Takes responsibility for the achievement of delivery targets by regularly quantifying and evaluating activities against service plans (including value-for-money audit) and takes timely action to correct potential difficulties. Managing & Developing (Self & Others) • Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. • Demonstrates effective leadership and team management skills. Provides clear direction for staff in relation to the goals of their function and how they fit in with the broader organisational strategy.



	- Leads by example. Displays motivation, is flexible during challenging times and perseveres despite setbacks to ensure that goals are achieved. - Motivates and empowers staff by appropriately delegating responsibility and authority. Commitment to providing a Quality Service - Demonstrate a commitment to the delivery of a high quality, person centred service. - Clearly accepts accountability for standards of performance in area of responsibility. - Ensures that the full potential of their profession is fully considered in the development of strategic plans for their area of the organisation. - Strives to keep staff directed towards the longer-term change agenda, while maintaining efficiency of day-to-day service. Evaluating Information and Judging Situations - Recognises the implications and consequences of decisions in political and strategic terms for the organisation as a whole; considers precedence to ensure consistency. - Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care. - Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. - Makes decisions in a transparent manner by involving and empowering others where appropriate. Communications and Interpersonal Skills - Display effective communication (verbal & written) and interpersonal skills. - Demonstrates sensitivity, diplomacy and tact when dealing with others. - Works collaboratively with multiple stakeholders in understanding and establishing expectations and desired outcomes. - Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
Campaign Specific Selection Process Ranking/Shortlisting/ Interview	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or 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. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> 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.
Code of Practice	The Health Service Executive / Public Appointments Service 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. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates". Codes of practice are published by the CPSA and are available on www.cpsa.ie



The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.

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.



Principal Social Worker
Terms and Conditions of Employment

Tenure	The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The Salary scale for the post is (01/03/2023): €73,623, €75,756 €79,084 €82,411 €85,738 €90,317 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.
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage 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).
Annual Leave	The annual leave associated with the post will be confirmed at job offer stage
Superannuation	This is a pensionable position with the HSE. 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. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.



Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
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). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person

¹ A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy



appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <https://www.sipo.ie/>.