Job Description : Social worker

# The Organisation:

An intentional life sharing Community where 16 people with special needs live, learn and work.

# Job Purpose/ Mission

To support the intentional community, in developing and formalising a person centred culture, and to achieve a high quality of personal outcomes in a time of rapidly changing regulatory requirements, while maintaining its ethos and values.

# Job Description:

The social worker at the Bridge Community will have a significant role within the community in leading, guiding and facilitating the development of responsive, innovative and individualised solution focused approaches to support the people with special needs and their families. This will involve keeping abreast of good practice issues, current trends, legislation, research to support and shape development of approaches to guide and inform responsive solutions to people’s life choices. As part of the senior management team, they will take co-responsibility for the overall running of the Bridge Community.

Locations: County Kildare

# Position: Permanent

# Reports to: Person in Charge (Social Care Manager)

# Key Activities, Responsibilities and Job Requirements:

* Understanding the values and ethos of Camphill Lifesharing communities and to behave at all times in a way that upholds those values.
* To contribute with colleagues to the development and strategic vision of the community.
* To take responsibility for challenging bad practice constructively where you encounter it, using formal procedures where necessary.
* Building and maintaining relationships of trust and confidence with the adults with special needs, co workers, employees and volunteers.
* To liaise with and participate as part of the Management Group or other designated person or group as appropriate.
* To work in accordance with the policies and procedures laid down by the Camphill Communities of Ireland
* Adhere to HIQA Standards and engage with inspections and audits carried out by HIQA/HSE
* To engage in personal and professional development that will ensure the necessary skills and knowledge in meeting the changing needs of the position.

# Understanding the Ethos of a life sharing community

The role will require to build good working relationships with coworkers, employees and people with special needs and it is recognised that this will require time for informal meetings and conversations, sometimes joining a house at mealtimes, and some leisure educational activities in order to gain a picture of the full life of the community

The role will require sensitivity and insight into the ethos of a life sharing community and more specifically a Camphill Community and it is expected that the person will familiarise themselves with the basic concepts, ideals and principles of these. All tasks and responsibilities must be supportive of the above, carried out with regard to the same and not compromise the fundamental values of a Camphill Community.

# Main Tasks:

* **Admissions to the community** – dealing with correspondence, liaising with families and referral agencies and other services, initial assessment / interview process and ongoing responsibility for management of the waiting pool
* **Reviews -** Organizing, facilitating and recording of reviews for every resident and day attendee in the community on an at least annual basis (or more frequently if required) with goals and elements of person centered planning for the future and evaluation of goals achieved. This should include a pre interview with people on a one to one basis as well as a review with relevant people (houseparent’s and work masters)
  + Involvement in workshop reviews and timetable meetings where relevant
  + Involvement with basic health reviews as part of the Well Being meeting
* **Needs Assessments** - Conducting and reviewing needs assessments in conjunction with House Coordinators and Key-workers on at least an annual basis
* **Risk assessments and Enabling Plans** - Conducting and reviewing Risk assessments and Enabling Plans in different areas and activities for individuals in the community in conjunction with House Coordinators and Key-workers on at least an annual basis
* **National Intellectual Disability Database** - Entering people on the National Intellectual Disability Database and maintaining and updating these entries
* **Behavioural Support Plans** - Drafting and reviewing (at least annually) of behavioural support plans in conjunction with House Coordinators and Key-workers
* **Crisis Support and debriefing** - Supporting co-workers who are working with individuals in crisis where needed and engaging through crisis meetings
* **Engaging with Multidisciplinary Supports and other Professionals** – Engaging multidisciplinary supports in conjunction with House Coordinators and Key-workers on behalf of individuals and attend multidisciplinary meetings with outside professionals such as external social workers, psychologists, psychiatrists, counsellors, occupational therapists and physiotherapists, the health board or other agencies on the behalf of individuals in the community
* **Individual files** - Carrying responsibility for individual’s records and files and the consistency of the same and engaging in improving the quality of documentation in conjunction with House Coordinators and Key-workers, as well as ensuring appropriate circulation of key documents to different locations and stake holders
* **Safeguarding - Acting in the role of designated officer** in relation to safeguarding issues. Dealing with allegations of abuse in line with Camphill policy - reporting to and liaising with the NCMT, HSE, Tusla, HIQA, the Gardai and families. Conducting preliminary screenings - draft Safeguarding Plans and write Preliminary Screening reports as required.
* **Complaints and Feedback** – Acting as the complaints officer in relation to complaints and feedback from service users and families. Involvement with complaints or disciplinary procedure where these involve someone with special needs (also as third party)
* **Family Contact and Relations** - Involvement with parents and family issues with individuals where the support of a social worker might be needed or helpful or where a third party is helpful (including occasional attendance at parents meetings)
* **Managing Personal Finances** - In exceptional circumstances assisting people in managing personal finances where this cannot be done by the individuals themselves or where it is felt that it should be done by someone other than their houseparent’s or the coworkers closely involved.
* **Relationships and sexuality** support for the people with special needs where this is needed or helpful
* **Advocacy & Consent**- Being an advocate for individuals in the community where the need arises and support people in issues around informed consent where necessary. Engage and liaise with independent advocacy services on behalf of individuals where this is required
* **Training –** devise and deliver training to staff in the communities in areas such as
  + Safeguarding
  + Dealing with Complaints
  + Advocacy and Self Advocacy for people with special needs
  + “Keeping Safe” training for people with special needs
  + Training in relationships and sexuality guidance for people with special needs where this is needed or helpful
* **Self Monitoring Work Areas** – The Role involves self auditing of key work performance in relation to key areas of responsibility

# Other areas of work

* **Policy development**
  + Engaging in the development of policies and procedures and the area of best practise in conjunction with the long-term members of the community.
  + In due course engage in policy development at national level in conjunction with long-term co-worker group
  + **Historic reviews and Life books** - Organizing, facilitating and recording of historic reviews starting with villagers that have been here a longer time with the aim of creating a life book that includes pictures stories and a biographical sketch of their time span in the Bridge Community. This should be prepared by co-workers in the community over a longer time span and include contacting important people in someone’s life as well as gathering materials such as pictures and stories. Overseeing the updating and keeping of such life books into the future in conjunction with the houseparent’s and co-workers in somebody’s house
  + **Further Training Areas** - Possible future involvement in training co-workers in areas such as record keeping, informed consent, and other areas related to social work

# Supervision and Accountability

* The Social Worker will be supported and supervised by the Person In Charge of the community, who will oversee the work, give feedback, direction, and prioritise the workload as well as liaise with the other co-workers in the community
* The Social Worker will be responsible to the PIC and management group that govern the community and will be asked to attend meetings on a weekly basis, such as the management group or Well Being Meeting.
* The general direction workload and prioritisation of the role will be reviewed annually

# Social Work Supervision and CPD

The socialworker will be responsible for arrangements around their professional supervision requirements by another social worker (for which the community will bear the costs) as well as their own continued professional development which will need to be sanctioned by the PIC in advance of booking any courses.

# Other functions:

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. This job description is aimed to be of help in clarifying the tasks and responsibilities of people employed at The Bridge. It is subject to annual reviewing and is as such a starting point to help people orientate themselves in their job roles and is by no means exhaustive.

# Responsibility

Responsibilities include: working under limited supervision following standardised practices and/or methods, providing information and advising others and reporting to management team.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Person Specification: Socialworker | | | | | |
| Competences | Essential | Desirable | Short-listing | Interview |  |
| Qualifications | * Social Work Degree * Registered as a qualified social worker with CORU | * Qualification in “Train the Trainer” * Further Training in facilitation skills, mediation or counselling * Training in the management of behaviours that challenge | ✓ |  | Application Form & Verification of Qualifications/ Certificates |
| Relevant Experience | * At least three years recent experience working as a qualified social worker * Experience of working with vulnerable adults/children * Experience of writing clear legible reports and maintaining excellent records. * Experience in person centred planning * Experience in the area of behaviours that challenge and positive behavioural supports, including behavioural support plans | * Experience working within adult/child protection field and/or management of complaints/customer care. * Experience of working with persons with intellectual disabilities, promoting citizenship rights, safety and well being. * Experience of devising and delivering training to support the development of staff in the area of safeguarding, complaints or customer care/ promotion of citizen rights/PCP | ✓ | ✓ | Application Form & Interview |
| Skills and competence | * Proven ability (at least two years experience) to manage and prioritise a case/work load, meet deadlines and work in a pressurised environment, capable of exercising a high degree of delegated responsibility * Great facilitation skills both in group and individual settings * Ability to liaise and work with residents, users of service, families, co-workers and external agencies. * Candidate must possess demonstrate leadership and planning skills and the ability to set goals, put them into action and follow through. * Demonstrating excellent people, communication, interpersonal and problem solving skills - and the ability to progress/chase issues and complaints, whilst ensuring that effective and collaborative relationships are developed and maintained. * Effective in producing positive outcomes and results. * To demonstrate an ability to work to the values and ethos of Camphill. * Proven ability in maintaining an information system for the recording and retrieval of accurate information/records, e.g. complaints or clients records. * Demonstrate a competence in the use of information technology including Microsoft Office applications, Microsoft applications, word processing, databases, file management, email and the internet. |  | ✓ | ✓ | Application Form, Interview & References |
| Knowledge | * To demonstrate an excellent knowledge of relevant legislation, statutory regulations and guidance with regards to vulnerable people and children, including the Health Act 2004, Trust in Care, Children First and HIQA Standards. * To have good knowledge of the management of allegations of abuse. * To have excellent knowledge of regulatory requirements, statutory guidelines and relevant legislation as they relate to child and adult protection. * Knowledge and understanding of the Camphill’s Complaints and Camphill’s Adult & Child Protection Framework |  | ✓ | ✓ | Application Form, Interview & References |
| Personal Competencies | * Have good judgement * Approachable with friendly manner and a good listener. * Well organized, motivated and able to work on own initiative and as part of a team * Understanding of personal boundaries and ability to empower others. * Positive attitude towards individuals with disabilities based on understanding their rights and needs. * Be honest and trustworthy - demonstrate flexibility & sound work ethics * Be respectful and possess cultural awareness and sensitivity * Openness to working with group management processes that strive for collaboration and consensus where applicable. * The candidate must maintain strict confidentiality in performing their duties. |  | ✓ | ✓ | Application Form, Interview & References |