



DAUGHTERS OF CHARITY SERVICE

For Persons with Intellectual Disability

JOB DESCRIPTION

JOB TITLE: SOCIAL WORKER - DUBLIN

RESPONSIBLE TO: HEAD OF DEPARTMENT

EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY

FUNCTION

Participating in the multidisciplinary team approach to the care, education, safety and training of persons with intellectual disability by providing a social work service, while at the same time ensuring that each person with intellectual disability is treated with the utmost respect and encouraging recognition of each person with intellectual disability as an individual with sacred and inviolable rights, and ensuring that their comforts, needs and rights are given priority. Working in accordance with the Policy of the Daughters of Charity.

AREAS OF WORK

Specific area(s) of work to be determined by the Head Social Worker.

MAIN TASKS

1. To work in partnership with service users, parents, families/carers and others as appropriate to address the needs of the service user.
2. To work alongside the person with intellectual disability towards the achievement of their maximum potential and participation, and to ensure the person enjoys the maximum quality of life possible.
3. To work specifically with the needs and goals of the person in the context of their relationship system – family, carers, day and residential staff - exploring and addressing whatever in the person's life is helping them to make progress and what if anything is impeding their progress and contribution.
4. This involves a comprehensive assessment of persons with intellectual disability and his/her family and where necessary ongoing social work and periodic reviews.
5. To identify the most appropriate social work methods that would best enhance the maximum functioning of the person with intellectual disability.

6. To maintain the person's and family's right to relationship of mutual trust, privacy, confidentiality and responsible use of information.
7. To be responsible for linking clients with available resources whether these lie within the client themselves, their family, the service or the community.
8. To inform people with intellectual disabilities and their families of their rights, entitlements, benefits and services.
9. To advocate for the rights and needs of service users and their families and to liaise with management and other agencies as appropriate.
10. To work towards remedying deficits in service provision where identified.
11. To participate in client focused meetings and other relevant meetings where appropriate.
12. To participate in the development and delivery of appropriate training and group work opportunities for service users, families, staff and external groups.
13. To maintain and promote good communication and relationships within the social work team and with all of the disciplines in the service.
14. To develop and maintain an adequate knowledge of intellectual disability and social work practice – keeping professionally competent and attending relevant seminars, lectures and courses where possible. To meet standards for registration as professionally qualified social worker, to include CPD compliance.
15. To participate in programme planning and policy formation within the service when appropriate.
16. To participate positively in the development of a professional social work team within the service.
17. To maintain a high standard of documentation and providing relevant statistical information.
18. To engage in appropriate research projects and the resulting publications in consultation with the Head Social Worker.
19. To engage in social work supervision and participate in the Service's annual development review system.
20. Ensure that each person with an intellectual disability is treated with the utmost respect and dignity.
21. To be familiar and comply with health and safety procedures.

22. To maintain a high standard of work performance, attendance, appearance and punctuality at all times.
23. To advise management on emerging issues in social work relating to people with an intellectual disability and their families.
24. To promote the work of social workers to ensure that staff are aware of the supports available from the social work department.
25. To display a positive attitude, flexibility, resourcefulness and creativity.
26. Develop and nurture a positive team spirit within the social work department.
27. To Promote integration with the wider community as appropriate to the needs of the individuals and to contribute to a greater understanding of the needs of people with an intellectual disability and their families, to their right for equality and to anti discriminatory practices within society.
28. Direct involvement in risk assessment and managing of allegations of abuse.
29. To maintain awareness and act in accordance with all legislation relevant to the field of intellectual disability and to the protection and the welfare of the person with intellectual disability.
30. To maintain client records and other data electronically.
31. All staff must have a clean current driving licence.
32. Other social work duties as may be requested by the management and in consultation with the head social worker.

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.

Core Competencies

Quality Service

- Adopts a person centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates and respects the rights of all service users and families

Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multi task without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail

Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity: holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to ones work.
- Understands scope of practice.
- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

Continuous Learning & Development

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on the job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self evaluates own performance to continuously improve personal development.

Organisational Knowledge

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.
- Familiar with professional bodies.

- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT system's
- Knowledgeable of professional standards, policies and procedures relevant to discipline.
- Understands how own scope of practice fits with the organisation.

Innovation & Creativity

- Demonstrates a can do attitude.
- Generates new ideas.
- Shows enthusiasm for trying new ways of doing things.
- Voluntarily puts forward suggestions for improvements.
- Promotes improvement ideas to colleagues.
- Takes a creative approach to work by exploring a range of options whilst keeping an open mind.
- Effectively applies existing practices or processes to new work situations to benefit the service and service users.
- Takes appropriate action to address inefficiencies in work processes and establishes improved ways of getting the job done

Leadership Potential

- Successfully modifies behaviour to embrace change.
- Energetic and Inspires others through own positive attitude.
- Creates trust by being honest, reliable and consistent.
- Can be directive without being dictatorial.
- Blends a focus on results with a caring and sensitivity for individuals.
- Demonstrates the ability to be flexible in relation to hours of work and roles and responsibilities.
- Responds positively to new demands and requirements.

Problem Solving & Decision Making

- Makes timely, intuitive decisions to achieve successful outcome.
- Identifies and uses appropriate sources of information when making decisions.
- Supports views with sound logic reasoning.
- Reasons systematically and logically through issues.
- Demonstrates common sense when dealing with every day issues that arise.
- Knows when to ask for help and guidance from supervisor and/or colleagues

Team work

- Contributes consistently and positively to team activities.
- Projects a warm and appropriate professional demeanour at all times.
- Is accepting of diverse values and beliefs.
- Helps others: willing to take on different tasks/roles accordingly to the needs of the team.
- Expresses views and professional opinion at team meetings.
- Knows when and where to consult with other members of the team.
- Is responsive to the needs of other team members: shows empathy.
- Balances listening to others ideas with sharing own thoughts.
- Considers how ones behaviour may impact others.
- Has the knowledge and confidence to identify and personally manage own workplace disagreements locally at an early stage and knows when to seek support of management.

Communication & Interpersonal Skills

- Communicates openly and honestly.
- Shows empathy when handling delicate or sensitive issues.
- Shows patience when dealing with others.
- Considers how ones behaviour may impact others.
- Clearly and confidently articulates ideas and opinions and their underlying rationale.
- Draws on a variety of communication methods to fit/situation circumstances.
- Open listening: asking clarifying questions and makes eye contact.
- Demonstrates positive body language.
- Knows when to speak, what to talk about, with whom, when, and where.
- Communicates effectively in English language, written and spoken, as appropriate to job requirements.
- Numerate and Literate.