

Job Description and Person Specification

Senior Medical Social Work Practitioner

Permanent Vacancy

Reference: HR21E077

Closing Date for Applications: Wednesday, 3rd March 2021

Proposed Date for Interviews Via Skype: Friday, 12th March 2021

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Job title / Grade: Senior Social Work Practitioner

Reports to: Principal Medical Social Worker

Role Overview: To disseminate best practice guidelines and information to team colleagues and to induct new team members.

To undertake research projects and to continually develop and maintain high standards of Social Work Practice within the Social Work Team.

Key Duties and Responsibilities

- To contribute actively to the development and maintenance of high standards of clinical practice, in cooperation and collaboration with the Team Leaders and Head Medical Social Worker.
- To contribute to the development, provision and implementation of individualised training programmes for social work staff in meeting organisational goals and objectives, in collaboration with Team Leaders and Head Social Worker.
- To coordinate the induction training programme for newly qualified social workers and for social workers new to the Hospital.
- To perform a mentoring role for social workers new to the Hospital.
- To provide support to staff within the Social Work Department and in particular to the area of responsibility assigned to the post at the discretion of the Principal Medical Social Worker.
- Represent the department/profession/team at meetings and conferences as designated.
- To ensure that specialised knowledge, skills and competencies are retained within the team.
- Manage a caseload effectively including administration, communication, prioritisation, time management and efficient use of service delivery models.
- To provide a professional Social Work service to the patients both inpatient/outpatients.
- To carry out psycho-social assessments with individuals and families.
- Facilitating discharge planning of patients from hospital where appropriate and linking in with Community/Primary Care resources.
- Collaborate with patients, families, carers and other staff in goal setting and treatment/intervention planning.
- Linking in with the Primary Care teams in the community to ensure that outpatient needs are being addressed.
- Working as a part of a Multidisciplinary team.
- To conduct home assessments and follow up visits and participate in pre-discharge home visits with patients.
- To uphold the code of ethics of professional social work practice.
- Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information/statistics as required.
- Carry out evidence-based research in relation to service development, including continuous statistical analysis of patient data for the development of improved social work and patient service provision.
- Act as a knowledge/research and information manager and facilitate up-to-date dissemination of best practice guidelines/standards, journals, audio-visual materials, research/conference papers.
- Keep abreast of the perceived impact of current developments on practice

- Contribute to the establishment and maintenance of standards /strategies for quality improvement and outcome measurement and adhere to existing standards and protocols.
- Maintain a continuous professional development (CPD) folder/online log in accordance with departmental and IASW guidelines.
- Carry out other duties as assigned by the Principal Medical Social Worker.

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. This document 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.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Ms Louise Morgan, Principal Medical Social Worker, Tel: +353 (1) 221 4286. Email: MorganLouise@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	Must be registered in the Social Workers Register maintained by the Social Workers Registration Board at CORU and maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU	
Experience (length and type)	3 years post-qualification experience in an Acute Hospital setting	
Core Competencies	Planning & Managing Resources Decision Making & Judging Situations Setting Standards & Ensuring Quality Influencing People and Events Project Management and Project development Being the communication channel Creating Team Spirit Being a Leader & Role Model Embracing the Change & Service Development	

Particulars of Office:

The appointment is: Wholetime, Permanent and Pensionable

Annual Salary: €52,043 to €67,024 (01/10/2020) pro rata dependent on previous Public Health Sector experience.

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 37 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 working days per annum pro rata. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate.

Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

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Date: February 2021