



STAFF GRADE SOCIAL WORKER

(Permanent, Full time)

Particulars of Office

1. The appointment is permanent, whole time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health Current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The whole time standard weekly working hours for this grade are 37 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month in which the latest date for receiving

completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. 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 the National Rehabilitation Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. 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.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy/GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- CQSW / NQSW or equivalent qualification
- Must have current registration with CORU
- Experience in disability services, rehabilitation or hospital setting is desirable.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



STAFF GRADE SOCIAL WORKER

(Permanent, Full time)

JOB DESCRIPTION

- Title:** Permanent Staff Grade Social Worker
- Purpose of the Position:** To provide a quality social work service to patients of the National Rehabilitation Hospital as well as their families and carers, working as part of an interdisciplinary team.
- Accountable to:** Principal Social Worker
- Liaison/Communication:** The proper performance of these duties will require a high degree of liaison and communication with patients, families/carers, health care and social services staff both within the hospital itself and in the community. The post also requires a high level of interdisciplinary team communication, collaboration, and processes.



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JOB DESCRIPTION

Overview of the Role:

The National Rehabilitation Hospital (NRH) provides a comprehensive range of specialist rehabilitation services to patients from throughout Ireland who, as a result of an accident, illness or injury have acquired a physical or cognitive disability and require specialist rehabilitation. Our Programmes, which are accredited by CARF include:

- Brain Injury Programme (including Stroke)
- Spinal Cord System of Care Programme
- Prosthetic, Orthotic and Limb Absence Rehabilitation (POLAR) Programme
- Paediatric Family-centred Rehabilitation

The Social Work Service in the National Rehabilitation Hospital supports patients and families/carers in the process of adjusting to an altered future as a result of illness or trauma, with all the social, practical and emotional implications this entails. The overall goal is to assist the person toward achieving optimal independence and enhancing quality of life.

The social worker will work as an integral part of an interdisciplinary team within one or more of the hospital's four programmes. He/she be responsible for providing a quality social work service to in-patients and/or out-patients of the National Rehabilitation Hospital, their families, and carers.

Using counselling and care planning skills the core tasks will include psychosocial assessment, case management, psychosocial support of patients, families/carers, information and advice on and referral to support services, child protection and welfare, safeguarding of vulnerable persons at risk of abuse, carer training, discharge planning, and advocacy.

The social worker will also have a role in participating in service development within the Social Work Service, the Interdisciplinary Team and the Programmes.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

Reviewed by Anne O'Loughlin, Principal Social Worker – May 2020

- Maintain awareness of the mission and values of the Hospital in all dealings with Patients, families/carers, colleagues and others
- Adhere to hospital policies, procedures and professional codes of practice.
- Keep statistical data as required by the hospital and in line with Hospital policies and procedures
- Participate in clinical audit/review procedures and outcome measures and maintain systems for evaluating the service being provided within the programme(s)
- Participate in service review and development within the Hospital
- Attend training as required/mandated by the National Rehabilitation Hospital
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations, and security arrangements.
- Keeping up to date with all relevant mandatory training required for the department.

Specific Accountability

- Implement and maintain high standards of professional social work practice in line with the IASW Code of Ethics, CORU Registration Board and principles of Social Work Practice
- Maintain own professional development and attend training courses identified with agreement of the Principal Social Worker and the Hospital Executive Committee
- Have updated knowledge of relevant legislation, national policies and social policy (e.g. Disability Act, Assisted Decision Making Act, Safeguarding of Vulnerable Persons at Risk of Abuse National Policy, Children First National Guidance, The Health Strategy etc) and operate within these guidelines/legislative framework
- Participate in clinical audit/review procedures and outcome measures within the Social Work Service and maintain systems for evaluating the Social Work Service
- Participate in review of the Social Work Service and the development of improved ways of delivering the service

Outline of Duties and Responsibilities

Therapeutic Interventions:

- Identify areas for therapeutic social work intervention
- Provide counselling support to patients and their relatives/carers and assist them in developing strategies to cope with the psychological and emotional impact of hospitalisation and disability in one to one or group work situations

Commitment to Providing a Quality Service

- Demonstrate a commitment to assuring high standards and strive for a person and family centred service.
- Demonstrate innovation and openness to change
- Evaluate information and make effective decisions with regard to service users, their families/carers while working within the hospital's policies and mission values

Leadership & Teamwork

- Demonstrate effective team skills including an understanding of team dynamics and the ability to work in an interdisciplinary and inter-agency teams
- Have good self- motivation and self-management skills.

Communication & Interpersonal

- Demonstrate the ability to get a message across fluently and persuasively
- Demonstrate effective communication and interpersonal skills including the ability to collaborate with colleagues and service users and the ability to present complex information in a clear and concise manner
- Work with IDT colleagues to enhance communication options for patients with cognitive or other challenges

Training and Education:

- Provide carer training and information services in line with Hospital/ Programme policies and procedures
- Participate in education of other staff in relevant areas such as the psychosocial impact of illness and disability, child protection and welfare etc as directed by the Principal Social Worker
- Provide placement and supervision for Social Workers in Training
- Maintain own CPD as required by CORU and the National Rehabilitation Hospital

Case management duties/responsibilities:

- Carry out psycho-social assessment of the patient and family/carer in relation to the implications and management of the illness/disability in order to participate in patient/family and Interdisciplinary Team (IDT) goal setting and treatment plan.

- Ensure that the patient and family/carers have received information on and induction into the rehabilitation process within the National Rehabilitation Hospital
- Facilitate consistent communication between patients, family members/ and the IDT by offering a central point of contact for the patient and/or family/carer, thereby improving continuity of care
- Attend and facilitate family meetings with appropriate members of the IDT
- Conduct home assessments and participate in pre-discharge home/community visits with patients where necessary in line with hospital procedures
- Engage Discharge Planning from the time of or before admission and ensure that the patient/family are central to this process. Co-ordinate care planning for patients in preparation for discharge from the hospital within the context of the IDT and the Programme
- Have knowledge of and liaise with community and other appropriate agencies/services to ensure that patients and families/carers have access to all available entitlements and support services.
- Organise community case conferences as appropriate to facilitate care planning and transfer to community/other services.
- Prior to discharge, check that the necessary referrals have been made to the appropriate agencies as decided by the inter-disciplinary team along with relevant discharge information
- Provide advice and support to the inter-disciplinary team in relation to safeguarding of Children and Vulnerable Adults and liaise with the hospital's Designated Officers, Tusla and HSE Safeguarding and Protection Teams as appropriate. Assess and manage child protection/welfare concerns and concerns in relation to the safeguarding of vulnerable adults as outlined in the Hospital's "Protection of Children and Young Persons" Policy, The NRH Safeguarding of Vulnerable Adult's Policy, Children First National Guidance and the HSE National Policy on Safeguarding of Vulnerable Persons at Risk of Abuse,
- Advocate/liaise with outside agencies as appropriate regarding improving services and service delivery for persons served.

Administrative Duties:

- Keep accurate and signed records of all social work interventions in line with best practice recording in the single case file
- Ensure that the case file reflects decisions made by the team.
- Maintain statistical and outcome data as required by the Principal Social Worker and/or the Programme Manager
- Attend meetings and project groups as appropriate to the post

- Manage/enhance IT skills relevant to the role
- Make presentations and be involved in submissions in relation to national policy developments as requested by the Principal Social Worker

Other Duties:

- Work within allocated resources and demonstrate ability to manage duties in a busy working environment including the ability to prioritise caseloads
- Perform such other duties as may be assigned from time to time in the hospital and as such other locations as may be required by the Chief Executive Officer or the Principal Social Worker.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____