

## Residential Social Care Worker

### Job Specification & Terms and Conditions

<b>Job Title and Grade</b>	Residential Social Care Worker (Full time permanent, Part time permanent, and Fixed Term Contracts available)
<b>Closing Date</b>	Rolling Campaign
<b>Location of Post</b>	Oberstown Children Detention Campus
<b>Contract Type</b>	Part time, Full time and Fixed Term contracts available
<b>Salary Scale</b>	The salary scale for this post ranges from point 1 €36,688 to point 27 €71,794
<b>Working Hours</b>	Hours of attendance will be fixed from time to time but will amount to not less than 39 hours net per week full time. Part time also available.
<b>Annual Leave</b>	23 days annual leave, pro rata for fixed and part time contracts.
<b>Reporting Relationship</b>	The role holder will be advised of reporting relationship on appointment.
<b>Purpose of the Post</b>	The Social Care Worker's primary purpose is to work directly with the young people on campus and their families, as well as internal and external professional and agencies, in the provision of services to support the care and development of the young person and their re-integration into the community.

## Principal Duties and Responsibilities

- To be directly involved in frontline care of children and young people, including those with behavioural difficulties, in a secure care setting.
- To carry out duties in line with the Oberstown Children Detention Campus policies and procedures, in particular the Safeguarding and Children First policies.
- Develop and maintain professional working relationships with colleagues, young people, and their families.
- Work in partnership with colleagues and other professionals to meet the social, emotional, educational, health and mental health needs of the young people.
- Develop, design and implement care placement programmes.
- Acting as a key worker to specific young people.
- Completing and maintaining administrative records relating to young people.
- Promoting positive outcomes for young people in areas of staying safe, being healthy, enjoying and achieving making a positive contribution to their own wellbeing.
- Providing a positive role model for the young people.
- Working in accordance with all campus wide policies and procedures, such as care, HR, health and safety, operating, etc.

**The above duties are not intended to be a comprehensive list of all responsibilities 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.**

### **Confidentiality**

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service 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, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

## **Professional Knowledge & Experience**

**Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.**

### **Professional Knowledge & Experience**

Demonstrate:

- Experience of working in a regulated environment
- Demonstrate excellent numeracy skills
- Ability to work in a systemic and process driven environment

### **Communications & Interpersonal Skills**

Demonstrate:

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.
- Ability to adapt communication style as required.

### **Problem Solving & Decision Making**

Demonstrate:

- Flexibility, problem solving and initiative skills including the ability to adapt to change.
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

### **Team Working**

Demonstrate:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- Leadership potential and strong team skills

## Drive and Commitment

Demonstrate:

- Great attention to detail and high levels of accuracy.
- A commitment to maintaining high work standards.

## Eligibility Criteria Qualifications and/ or Experience

**Applicants must by the closing date have the following:**

- Hold a CORU approved Social Care Worker Qualification and made an application to CORU for Registration or be fully registered with CORU.
- **Or** have 18 months experience in the previous 5 years in a social care setting along with a qualification in social care in the following areas: Level 7 Youth and Community work, Level 7 Youth and Community Development, Level 7 Psychology, Level 7 Counselling and Level 7 Addiction Studies, Level 7 Social Science. If applying under this option, the contract will be an initial 6 month fixed term contract in order to assess suitability in conjunction with CORU registration guidelines. There may be an option to avail of a permanent contract at the end of this period for suitable applicants.
- **Or** Be eligible for Social Care Workers Register maintained by CORU.

## Application and Selection Process

### How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.)
- Completion of the competency questions form (available to download from [www.oberstown.com](http://www.oberstown.com))

In order to apply for the post of Residential Social Care Worker, please forward the above requested information via email to [recruitmentmail@oberstown.com](mailto:recruitmentmail@oberstown.com)

### Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include but not limited to:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive interview(s).

### Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is

therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

### Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

**Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.**

### Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

### Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

### Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and

efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

### Character

Each candidate must be of good character.

### Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 67 years of age.

## Other requirements of the role

### Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.