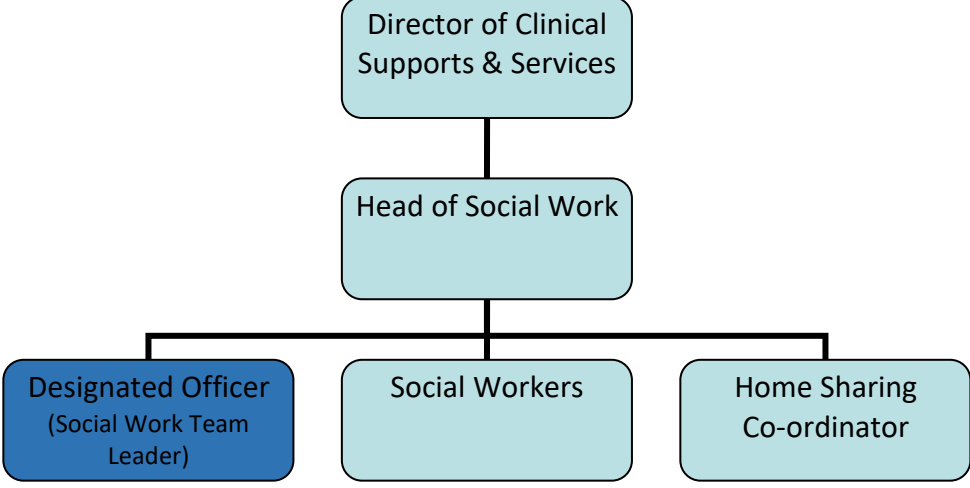




**Job Description: Social Work Team Leader / Designated Officer**

Job Element	Detail
<p><b>Overview of Ability West</b></p>	<p>Ability West provides a wide range of high-quality community-based services for people with an intellectual disability throughout Galway City and County. Services provided include day, residential, short breaks/ respite, supported self-directed living (SSDL) programmes, community support, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Mission, Core Values, Strategic Plan, and Vision which is to enable people we support to realise their goals and ambitions.</p>
<p><b>Job Title</b></p>	<p>Designated Officer / Social Work Team Leader</p>
<p><b>Overview of Role</b></p>	<ul style="list-style-type: none"> <li>• Responsibility for the co-ordination of and response to all concerns of abuse in relation to adults who use the services, in line with ‘Safeguarding Vulnerable Persons at Risk of Abuse, National Policy &amp; Procedures’ (2014) and also in line with Ability West Policy. The Designated Officer will also act as the Designated Liaison Person to Tusla in relation to concerns of abuse regarding children.</li> <li>• To ensure people using the service and their families are informed of their right to be free from abuse, to be provided with knowledge on what abuse is, how to keep themselves safe from it and what to do if they have concerns.</li> </ul>
<p><b>Purpose of Role</b></p>	<p>The purpose of the role is to ensure that the safeguarding / client protection processes and systems for both children and adults are in compliance with best practice. The Designated Officer is responsible for coordinating the response to all concerns of abuse in relation to adults who use the service. The Designated Officer will also act as the Designated Liaison Person to Tusla in relation to concerns of abuse regarding children.</p>

<b>Reporting To</b>	The post holder reports directly to the Head of Social Work.
<b>Key Working Relationships</b>	Director of Clinical Supports & Services, Director of Operational Support & Services, Head of Social Work, Assistant Director(s) of Operational Supports & Services, Unit Directors, ADS Managers.
<b>Organisation structure in regard to this Role</b>	 <pre> graph TD     A[Director of Clinical Supports &amp; Services] --&gt; B[Head of Social Work]     B --&gt; C[Designated Officer (Social Work Team Leader)]     B --&gt; D[Social Workers]     B --&gt; E[Home Sharing Co-ordinator] </pre> <p>Please note that Ability West reserves the right to amend or change the organisational structure at any time to meet service and business needs.</p>
<b>Department/Location</b>	The role will be based at Blackrock House, Salthill with frequent travel to other locations in accordance with service and business needs.
<b>Authority Levels</b>	Communication – service users, families and relevant external agencies.
<b>Key Duties</b>	<p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>• To ensure people using the service are informed of their right to be free from abuse, to be provided with knowledge on what abuse is, how to keep themselves safe from it and what to do if they have concerns.</li> <li>• To identify areas within the service which may benefit from specific training related to abuse and to advise on the subject and content of such training in compliance with national standards and best practice for people using the service, employees, volunteers etc.</li> <li>• To advertise and support the organisational culture of “No Tolerance” in respect of all concerns of abuse.</li> <li>• To participate in consent and capacity building processes.</li> <li>• To source independent advocacy and supports as appropriate.</li> <li>• To participate in the design of service options for individuals that use the services to ensure their protection and safety.</li> <li>• To ensure a robust Safeguarding response while also balancing the individual’s right to autonomy and self-direction.</li> <li>• To develop and manage a robust system of communication, internally</li> </ul>

and externally to ensure confidentiality.

- To manage relevant documentation and records regarding designated / safeguarding cases.
- To ensure effective multidisciplinary/interagency participation as required.
- To participate and co-operate in relevant research with a view to the ongoing development of Client Protection / Safeguarding.
- To take a lead in the development of policies and procedures regarding Client protection / Safeguarding in line with good practice nationally and internationally.

**Risk Management:**

- Participation in the assessment of risk as appropriate on an individual basis with the promotion of choice, capacity building, self-direction and social inclusion for the person.
- Ensure risk response is flexible in response to the person's changing situation and has the consideration of the person's choice and dignity in balance to the prescribed response.
- Support decision making processes which are underpinned by the principles of Safeguarding which are those based on clear reasoning, the person's choice and dignity and which are documented accordingly.
- Advise on decisions where the person's rights and choice may be compromised in line with restrictive practice and human rights policy and guidelines.

**Organisational Requirements:**

To act as the Designated Officer as appointed by Ability West and to carry out the duties as follows:

- Responsibility for the co-ordination of and responses to all concerns of abuse against adults who use the services in line with Ability West Policies & Procedures.
- The Designated Officer will act as the Designated Liaison Person to Tusla in relation to concerns of abuse regarding children.
- The collation and management of all relevant information associated with each referral.
- To ensure that all CP1 forms are reviewed in a timely manner and processed appropriately.
- To coordinate Client Protection / Safeguarding strategy meetings in response to referrals as required.
- The follow up and plan interventions and processes in line with policy.
- To undertake Investigative Interviews with service users as appropriate to the case.
- To coordinate Investigative Interviews that are required to be undertaken by members of the social work department and the wider MDT and to ensure the quality of interviews are reviewed regularly at the Investigative Interviewing Workshop forum.

- To complete Safeguarding Preliminary Screenings and Safeguarding Plans in line with the Vulnerable Persons at Risk of Abuse Policy (2014).
- To oversee and coordinate the completion of Safeguarding Preliminary Screenings and Safeguarding Plans in line with the Vulnerable Persons at Risk of Abuse Policy (2014).
- To ensure the up-to-date provision of statistics to the Head of Social Work, the Director of Client Services and Senior Management which accurately reflect the nature and volume of referrals to the designated process.
- To coordinate the Safeguarding Client Protection Core Group by ensuring that the Safeguarding / Client Protection Register in Ability West is up to date prior to each meeting and to present to the group on cases within Ability West.
- To work closely in partnership with the relevant HSE Adult Safeguarding & Protection Team in relation to cases.
- Participation in working groups, committees, internal and external as directed by the Head of Social Work and Director of Client Services.
- Liaison with and support of the Persons in Charge of Designated Centres in reporting concerns of abuse to HIQA within the statutory timeframes, and to support the Persons in Charge to report any follow-up information as required.
- To operate within the policies and procedures of the Service at all times.
- To promote dignity at work and show respect to service users, colleagues and stakeholders in the course of duty.
- To be a resource of knowledge and expertise and a role model of professionalism for colleagues and others.
- To represent the service as appropriate.
- To work closely with the Social Work department in the development of the role and its contribution to the organisation.
- To perform any such other duties and projects that may be assigned from time to time by the Head of Social Work.
- To undertake relevant training courses, including IT, (both in house and external) as may be required to develop the necessary skills in order to meet service users/organisational needs.
- Be fully informed regarding current developments and best practice for services for people with an intellectual disability; attend appropriate lectures, training and other courses as necessary and disseminate the relevant information to staff.
- Promote the provision of an effective and safe service to all service users which is compliant with HIQA requirements and other standards as required by Ability West.

*The list of key duties is not exhaustive.*

<p><b>Other Requirements of Post</b></p>	<ul style="list-style-type: none"> <li>• Reliability and a flexible approach essential for position.</li> <li>• Ability to conduct oneself in a professional manner throughout the course of one's duties.</li> <li>• Adherence to Ability West's policies at all times.</li> </ul>
<p><b>Person Specification: Essential Criteria</b></p>	<ul style="list-style-type: none"> <li>• Hold a recognised professional qualification in Social Work prescribed under the Health and Social Care Professionals Act 2005 (as amended) or, have a letter of validation issued by CORU/ National Social Work Qualifications Board.</li> <li>• Be eligible for registration with CORU</li> <li>• A minimum of 5 years post qualified relevant experience, preferably in the area of intellectual disability and safeguarding.</li> <li>• Full current driving license with access to your own vehicle.</li> <li>• The ability to plan for the future needs of service users in an innovative and visionary manner; to maintain, develop and enhance the range of services available to service users to enable them to achieve their full potential.</li> <li>• Have experience in the work of client protection / adult safeguarding, child protection.</li> <li>• Good team working and leadership, interpersonal and problem-solving skills, together with an ability to manage, support and motivate staff working in a challenging environment. Have experience of supporting, mentoring and performance managing staff.</li> </ul>
<p><b>Desirable Criteria</b></p>	<ul style="list-style-type: none"> <li>• Experience working within a service for individuals with Intellectual Disabilities and Autism/Mental Health.</li> <li>• Sufficient clinical and professional knowledge to carry out the duties of the role.</li> </ul>
<p><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• Genuine respect and empathy for diversity and individuality.</li> <li>• Flexible, responsible and mature approach to work.</li> <li>• Creativity (e.g. in using community resources, problem solving, dealing with Service User needs).</li> <li>• Professional, accountable, good planning and time management skills.</li> <li>• Exceptional interpersonal and communication skills also required.</li> <li>• Excellent administrative, organisational and IT skills, inclusive of IT based management systems.</li> </ul>

<p><b>Career Development</b></p>	<p>All employees of Ability West will be afforded Training and Development opportunities in regard to Career Development.</p> <p>In addition, there will be substantial training in legislative, Health &amp; Safety and other job-related training provided on an on-going basis.</p> <p>The HR department will work closely with all staff to ensure that all necessary Training opportunities are fair and transparent for all staff.</p>		
<p><b>Post Holder Sign Off</b></p>			
<p><b>Line Manager Sign Off</b></p>		<p><b>Date</b></p>	