

Who are we?

Positive Futures are positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autistic spectrum conditions.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

What does a Social Worker do?

Put simply, your job is to recruit, assess support and train Homeshare and Short Break Host Families.

To help you to do this, you will:

- receive a full and paid induction
- work as part of a dedicated professional team to provide support to hosts
- receive professional supervision and training

Who will I be supporting?

You can find out about the person you will be supporting in the attached document:

'Meet me, support me'.

POSITIVE FUTURES

Job Title	Social Worker
Reports to	Service Manager

Purpose of Role

The Social Worker will recruit, assess, support and train Home Share and Short Break Host Families. They will also carry out reviews and home visits. This is a challenging, yet highly rewarding, role that has a direct impact on the lives of people we support.

To contribute to the delivery of a high-quality Home Share and Short Break service which offers flexible family-based support to children and adults with a disability and their families / carers to deliver our Mission:

“Positive Futures for people with an intellectual disability, acquired brain injury or autistic spectrum condition – working together to achieve dreams and transform lives”

Main Responsibilities

To be involved in all aspects of the recruitment, training, assessment, support and supervision of Home Share hosts, including:

- ensuring your own practice is in accordance with relevant protocols, standards, guidelines and other best practice, in line with the HSE National Guidelines for Home Sharing in Ireland (2016).
- being responsible for ongoing training of Home Share hosts.
- ensuring that Home Share hosts understand, accept and operate within all relevant standards, policies and procedures of Positive Futures and those of the HSE and TUSLA.
- ensuring that Home Share hosts receive all relevant information and advice about the people they support including background history, health, education, cultural, religious, sexual development issues and any vulnerabilities and risks.
- providing Home Share hosts with specific written information about Positive Futures’ policies and procedures.
- ensuring that Home Share hosts and the people supported have access to the Complaints Policy and understand how to use it.
- providing Home Share hosts with relevant information regarding complaints or allegations made against them and the supports available in such an event.
- meeting with Home Share hosts on a regular basis and assessing their homes in line with Health and Safety guidelines and in line with the changing needs of the placement(s).
- organising and facilitating Home Share family support meetings.

- meeting with the people we support's Social Worker / Key Worker and visiting the Home Share host's home together to make arrangements for any new placement, and draw up a Placement Agreement.
- maintaining up to date records of all contacts and meetings with the Home Share hosts, to include issues discussed, requests for additional support and responses to these requests.
- ensuring that Home Share hosts are informed of their rights of access to records relating to them.
- ensuring that there are supports in place for Home Share hosts, to include supports from multi-disciplinary teams as required.
- working in partnership with your manager to effectively manage and develop Home Sharing.
- promoting Home Sharing as a preferred service model and, in doing so, also attract new Home Share hosts.
- assisting in the monitoring of service quality, to include contributing to the development and review of Service Improvement Plans.
- assisting with the recording of placements for the purposes of Key Performance Indicators (KPIs).
- participate in the service's on call arrangements.
- maintaining positive professional working relationships with key individuals and agencies.
- encouraging and facilitating the use of person-centred thinking tools and person centred approaches in all aspects of service delivery.
- participating in Person Centred Supervision and appraisal with your line manager.
- attending relevant training and integrating this into your practice, feeding back to the team as required.
- using administrative, communication and financial systems and keep them up to date and write and present reports as required.
- using information, communication and technology systems to carry out the responsibilities of the post.
- representing, as required, the service and the organisation.
- attending and participating in meetings as required.
- contributing to research and evaluation activities as required.

The following are additional responsibilities that are required in relation to 'Shared Living Families':

- maintaining regular contact and providing regular and ongoing support and supervision as per the HSE National Guidelines for Home Sharing in Ireland (2016) due to the nature and intensity of these placements.
- liaising with your manager regarding the coordination, assessment and servicing of equipment / adaptations and ensuring completion of the relevant training required by Shared Living Families regarding equipment in addition to addressing any transport issues and requirements.

- ensuring Shared Living Families are adequately informed regarding the medical needs and changing needs of the person they support.
- liaising with relevant others (Service Managers, Respite Managers etc) regarding the scheduling of placements and ensuring that all relevant parties are notified particularly if the person we support receives other forms of respite support.
- ensuring that all Shared Living Families and their placements are reviewed on an annual basis.
- ensuring that all contracts are renewed on an annual basis based on the above reviews and ensuring that all parties are included in the process.

Personal Professional Practice

- Develop and maintain the competence necessary for professional practice by participating in relevant internal and external training as required.
- Be aware of ethical policies and procedures which pertain to your area of practice.
- Take part in person centred supervision and performance review with your line manager.
- Take part in professional social work supervision with a practice supervisor where required.
- Responsibility to maintain requirements for CORU registration.
- Read, understand, and follow all policies and keep aware of new policies and policy changes / development.

General

You will:

- Promote Positive Futures' Mission, Values and Code of Conduct in all areas of your work.
- Seek to make continuous improvements in your area of work.
- Promote and encourage the involvement of the people we support in the everyday work of the Service and the wider Organisation.
- Understand and respect confidentiality and maintain personal data in line with our policies.

Finally, and of paramount importance, Positive Futures' employees are expected to have regular contact with the Home Share and Short Break Host Families and the people we support and to be available to them in order that their views and aspirations are made clear and are kept to the forefront of our work.

There may be occasions when the job holder is required to fulfil some duties outside of normal working hours and flexibility is therefore essential.

All of the above duties must be carried out in line with the Guidance, Policies and

Procedures of the organisation. The Chief Executive must be contacted in the event of all media enquiries.

This job profile provides a summary of the core responsibilities of the role, however, the job holder may be required to undertake other duties from time to time as Positive Futures may reasonably require.

How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

- CORU approved Social Work qualification.
- Experience of undertaking detailed assessments
- Be registered, or eligible for registration on appointment, on the CORU Register. (Social Work graduates who are not yet registered with CORU will be considered).
- A current driving licence and use of a car for business purposes, or have access to a form of transport which will permit you to meet the requirements of the post in full

To apply for this role, we would also **LIKE YOU** to have:

- Experience of working in Home Share or fostering services
- Experience of working with people with an intellectual disability

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job.

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – the people we support will always be our top priority.

OPPORTUNITIES – we seek out opportunities to make life better for the people we support through the commitment and dedication of our staff and volunteers.

SPEAKING OUT – working in partnership with the people we support, we will champion their rights at every opportunity with decision makers, with government – locally, regionally and nationally – and in the media.

INNOVATION – we are a learning organisation that is always looking for new, creative and better ways to do things.

TENACIOUS – we don't give up – if it needs to be done, we believe it can and will be done.

INVOLVEMENT – the people we support and our staff will always have a say in the running of the organisation and we will celebrate with our partners and stakeholders what we achieve together.

VALUE FOR MONEY – we deliver life-long results and transform peoples' lives in a cost-effective manner.

EXCELLENCE – we will always aim to be the best we can be in supporting people to achieve their dreams and transform their lives.

Our Competencies

You need to have the following skills (competencies) to help the people we support to live the life they want.

Competencies for the role	You need to be:
Respectful and Understanding of Others	<ul style="list-style-type: none"> • Kind and work well with others, treating them with respect and dignity. • Understanding of the needs of others
Effective Communication	<ul style="list-style-type: none"> • Able to communicate effectively with others, verbally and in writing
Results and Quality Focus	<ul style="list-style-type: none"> • Able to be an active, positive and co-operative member of the team. • Helpful and supportive of others • Focussed on the best interests of people we support
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Open minded and able to resolve difficulties. • Able to make good decisions

Resilient to Change and Challenges

- Open to change and new developments / initiatives
- Able to adapt well to new and unfamiliar situations.
- Resilient and cope well when challenges arise

The people we support and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package



Pay

- | | |
|-----|-------------|
| 1. | € 46,253.00 |
| 2. | € 49,723.00 |
| 3. | € 51,379.00 |
| 4. | € 53,799.00 |
| 5. | € 56,240.00 |
| 6. | € 58,696.00 |
| 7. | € 61,148.00 |
| 8. | € 63,600.00 |
| 9. | € 66,055.00 |
| 10. | € 67,336.00 |



Holidays

The person appointed will be entitled to 25 days' leave per annum (FTE) increasing by one day for each complete annual leave year worked to a maximum of 30 days (FTE). The person will also be entitled to 10 designated public holidays.



Pension

We offer a contributory pension scheme - we pay 4% for eligible staff alongside your contribution of 5%.



Financial Well Being

Salary Finance is our financial wellbeing provider, offering financial education including budgeting tips and tools, videos and webinars. Eligible staff will also have access to savings accounts and loans.



Mental Health and Emotional Well Being

You can speak in complete confidence to trained counsellors from StaffCare (an independent staff support provider).

See 'Training and Support' section for other ways we provide support to our staff.



Sick Pay

We offer enhanced contractual sick pay when you've completed your probation period, with your entitlement increasing with length of service.



Work /Life Balance

We offer a range of work / life balance benefits including:

- A suite of family friendly policies
- Bereavement leave
- Career breaks
- Emergency time off.
- Working from Home options available



Training and Support

You will receive induction, relevant training, and regular 1:1 support meeting with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.

Change Record

Issue date	Nature of change	HRD sign off date
xx.xx.22	First issue on new template	xx.xx.22