



Candidate Information Booklet

Social Worker

**Closing Time and Date:
4.00pm on Friday 2nd September 2022**

Monaghan County Council is committed to a policy of equal opportunity.

PERSON PROFILE

The role of the Social Worker within Monaghan County Council entails providing a professional social work service to housing department service users, particularly tenants who are experiencing difficulties in relation to maintaining their tenancies. The Social work service ranges from providing housing advice and information to the provision of targeted social work intervention and support. Crisis intervention and child/vulnerable adult safeguarding are also key components of this role. The role involves working closely with other sections within the housing department and interacting with a wide range of external agencies. In addition to engaging in casework, this role provides the scope for social workers to be involved in inter-agency committees and projects.

Duties

The duties of a Social Worker are to give to the local authority and

- a) such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act 2001 and Local Government Reform Act 2014, is Chief Executive, and
- b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate officer, such duties or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate professional officer, in the supervision of the legal or ancillary services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate officer of higher rank during the absence of such officer of higher rank.
 - To manage the North East Homelessness Action Plan
 - To manage the Monaghan County Council's Traveller Accommodation Plan
 - To respond to referrals in relation to housing department service users who are experiencing accommodation related social difficulties
 - To assess the circumstances of housing department clients who are experiencing identified social issues (including tenants living in Traveller specific accommodation)
 - To advocate, where appropriate, on behalf of service users who are seeking to access resources from the housing department and/or external agencies.
 - To carry out assessments in relation to specific housing department service users to ascertain what action is required in order to effectively meet their identified needs
 - To provide service users with an ongoing, targeted social work support service, where necessary
 - To refer service users to other agencies, where appropriate.
 - To provide other sections of the housing department with reports outlining the social circumstances of specific housing department service users
 - To offer clients advice and information in relation to housing/social issues and support services
 - To explore any concerns in relation to the safeguarding of children or vulnerable adults and to make reports to the appropriate agencies
 - To present information to court, if necessary
 - To work in partnership with Traveller representatives/other agencies in order to develop initiatives aimed at improving the overall social circumstances of people from the local traveller community
 - To engage in inter-agency collaboration in relation to casework and special social issues

- To maintain records and documentation in accordance with the housing welfare section's practice, using computerised systems
- To perform such other duties appropriate to the post of social worker as may be required of him/her by the local authority
- To carry out such general welfare activities, not necessarily connected with housing, as may be assigned to him/her by the local authority from time to time.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Monaghan County Council.

Post of Social Worker

QUALIFICATIONS

Character

Each candidate shall be of good character

Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Experience, etc

Candidate shall:-

- (a) Hold a professional qualification in Social Work prescribed under the Health and Social Care Professionals Act 2005 (as amended)

Or

- (b) Have a letter of Validation issued by CORU/National Social Work Qualifications Board
- (c) Be eligible for registration with CORU
- (d) Possess a high standard of administrative and management experience, and
- (e) Have a satisfactory knowledge of public service organisation

Highly Desirable

- Experience of social work within a housing context
- Knowledge and experience of crisis intervention
- Knowledge and experience of a range of social work models/interventions
- Experience of working with vulnerable adults
- Experience in relation to child protection
- Have a minimum of two years post qualifying social work experience

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned;

Candidates, if successful, will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Monaghan County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

PARTICULARS OF OFFICE

THE OFFICE

A panel will be formed from which permanent or temporary vacancies arising during the lifetime of the panel may be filled.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his/her duties as a local authority employee.

SALARY

The salary shall be fully inclusive and shall be as determined from time to time. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their post or in respect of any services which they are required by or under any enactment to perform.

The current salary scale for the position is: €47,695 - €49,951 - €52,218 - €54,502 - €56,775 - €59,051 - €61,331 - €62,521 (LSI 1)

RESIDENCE

The post holder shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof.

SUPERANNUATION CONTRIBUTIONS

A person who becomes a pensionable employee of the Local Authority will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

PROBATION

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

HEALTH

For the purpose of satisfying the requirement 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 local authority.

ANNUAL LEAVE

The annual leave entitlement for this post will be 30 days per annum.

RETIREMENT AGE

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

HOURS OF WORK

The successful candidates' normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

DRIVER'S LICENCE

Holders of the office shall hold a full unendorsed driving licence for Class B vehicles and shall provide and maintain their own car.

TRAINING

Successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

GARDA VETTING/CHILD PROTECTION

Successful candidates will be subject to the Garda Vetting Procedures and will be required to complete Appendix V1 of the County Council's Child Protection Policy.

SELECTION

Selection of candidates for appointment shall be by means of a competency-based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets:-

- Management and Change
- Delivering Results
- Performance through People
- Personal Effectiveness

Candidates will also be assessed at interview under the heading "Essential Requirements" (see information sheet attached).

- (ii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.
- (iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates shortlisted will be called for interview.

ACCEPTANCE OF OFFER OF EMPLOYMENT

Monaghan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Monaghan County Council shall not appoint them.

RESTRICTIONS ON ELIGIBILITY

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

SHORTLISTING

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council may provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.**

Monaghan County Council is an equal opportunities employer.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Social Worker Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.
- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@monaghancoco.ie ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking

INFORMATION SHEET – COMPETENCY FRAMEWORK AND REQUIREMENTS

Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of the headings below:-

Essential Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrate the knowledge and understanding of the structure and functions of Local Government • Understands the role of a Social Worker • Has relevant administrative experience • Experience of compiling, preparing and presenting reports, presentations, correspondence etc. • Has knowledge and experience of operating ICT systems • Effective budget and financial and resource management
Competencies:	
Management and Change	<p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</p>

	<p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>
<p>Performance through People</p>	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>
<p>Personal Effectiveness</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>

