

<b>Job Title</b>	Social Care Worker – Children’s Services
<b>Responsible To</b>	Children’s Services Manager
<b>Location</b>	Home-based (Greater Dublin region)
<b>Hours</b>	35 Hours Per Week
<b>Salary</b>	Commensurate with experience
<b>Overall Purpose</b>	To provide high quality support to children, young people and foster carers within FFI

**Core Tasks:**

- To provide support to children and young people placed with FFI foster carers.
- To provide support to the birth children of FFI foster carers.
- To promote children and young people’s participation within FFI.
- To contribute to the development of children’s services through the provision of training/workshops in response to the identified needs of service users.
- To work collaboratively with the wider FFI team and external stakeholders.
- To attend and participate in meetings relevant to the role eg Team Meetings, Staff Forums; Key Care Team Meetings and Child in Care Reviews as required.

**Social Care Support:**

- To undertake direct work with children and young people placed with our foster carers where a need has been identified.
- To provide child care support to foster carers to enable them to attend carer group or training or where a support need has been agreed.
- To provide support and information to the birth children of foster carers where required.
- To work collaboratively with FFI Link Social Workers to provide direct support to foster carers.
- To engage with children and young people through a variety of media including on-line forums.
- To take a flexible, child centred and creative approach to working with children and young people.
- To develop and deliver training to our foster carers.
- To ensure that a high regard is given to each child’s social, physical, intellectual, cultural, emotional and religious needs.

**Participation:**

- To ensure that opportunities are created for children and young people’s voices to be heard and their views sought in relation to the service that FFI provides.
- To facilitate groups and workshops for children and young people based on identified need.
- To organise social events and activities for children, young people and foster carers.
- To organise and facilitate residential trips for children and young people.
- To support young people as they transition to independence.

- To produce documentation for young people that is child friendly, informative and engaging.

#### **Child Protection and Safeguarding:**

- Ensure compliance with child protection procedures, the requirements of the Children First Act, 2015 and undertake mandatory Children First training.
- Ensure that the protection of children and the promotion of their welfare is given absolute priority in line with relevant legislation.

#### **Compliance:**

- Adhere to the Data Protection Acts 1998 & 2003, GDPR Regulations and other relevant legislation.
- Keep high quality records of work undertaken in line with FFI's recording policy.
- Ensure that all information relating to children, young people and foster carers is kept confidential and secure at all times.

#### **Additional Duties:**

Due to the nature of certain job roles, the actual hours of work may differ from the standard Monday to Friday, 9am to 5pm and you will be expected to work in a flexible way and provide additional working time where necessary when tasks not specifically covered in the job description, have to be undertaken. For some posts, such as those directly working with carers and children or young people, this may include working in the evenings or at weekends on occasions.

1. The post holder will respond sensitively and professionally to the children, young people and families who work with FFI.
2. The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
3. The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use company electronic systems effectively.
4. The post holder will be expected to ensure that Health and Safety is observed in the course of employment.
5. The post holder will be expected to ensure and comply with Equal Opportunities Policy and Procedure in all employment practices.
6. The post holder will be expected to comply with the no smoking policy in place.
7. The post holder will be expected to work effectively as part of the FFI team.
8. The post holder will be expected to participate in the development of FFI to meet its aims and objectives.
9. The post holder will be expected to uphold and promote the professional image of FFI and the Key Assets Group at all time.
10. The post holder will be expected to adhere to the principals of the Data Protection Legislation.
11. The post holder will be expected to demonstrate that the Key Assets values are at the centre of all they do.
12. The post holder will be expected to promote and maintain positive anti-racist, anti-sexist and multicultural practices.

13. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the Director informed of work in progress and informs the Director immediately of any child protection matter or serious complaint. Ensuring compliance with Child Protection Procedures with special reference to Children First Guidelines, Children First Act 2015 and reporting procedures.

## Person Specification for Social Care Worker

**Note to Applicant:** When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

	Essential (E) Desirable (D)	Short listing Criteria	Evidenced
<b>Experience</b> <ul style="list-style-type: none"> <li>• A recognised qualification (minimum Level 7) in Social Care or equivalent</li> <li>• A minimum of 3 years experience of working directly with children/young people in the care system or other related field.</li> <li>• Experience of carrying out Life Story Work with children and young people</li> <li>• Experience of supervising family access</li> <li>• Knowledge of the issues that children in care face</li> <li>• Experience of supporting young people as they prepare for the transition to independent living</li> </ul>	E	✓	Application Form
	E	✓	Application Form/References
	D		Application Form/References/Interview
	D		Application Form/References/Interview
	E	✓	Application Form/References/Interview
	D		Application Form/References/Interview
	E	✓	Application Form/References/Interview

<ul style="list-style-type: none"> <li>• Knowledge and awareness of children’s rights and the provisions of the United Nations Convention on the Rights of the Child</li> <li>• Experience of working with children who have experienced grief and loss</li> <li>• Experience of supporting young people to develop their social and life skills</li> <li>• Experience of developing or facilitating training.</li> </ul>	<p>D</p> <p>D</p> <p>D</p>		<p>Application Form/References/Interview</p> <p>Application Form/References/Interview</p> <p>Application Form/References/Interview</p>
<p><b><u>Knowledge:</u></b></p> <ul style="list-style-type: none"> <li>• A good working knowledge of relevant legislation including: the Child Care Act 1991, and related regulation or guidance, including the National Standards in Foster Care 2003.</li> <li>• A sound knowledge of child protection procedures and the requirements of the Children First Act 2015.</li> <li>• Knowledge of theoretical frameworks underpinning work with children and adolescents.</li> <li>• Knowledge of developmental trauma</li> <li>• Knowledge of therapeutic parenting</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>✓</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b><u>Personal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work on own initiative in a creative and flexible manner.</li> <li>• Excellent Report writing skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p>		<p>Application Form/ Interview/References</p> <p>Application Form/Interview/References</p> <p>Application Form/ Interview/References</p>

<ul style="list-style-type: none"> <li>• The ability to build positive relationships with children and young people.</li> <li>• Have the ability to engage in lone working and to work with a degree of autonomy</li> <li>• The ability to work collaboratively with the professional network to provide support to children in care</li> <li>• Have excellent IT skills and the ability to draft child friendly documentation</li> </ul>	E		Application Form/ Interview/References
	E		Application Form/ Interview/References
	E		Application Form/Interview/References
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• An appreciation and commitment to Health and Safety issues in the workplace</li> <li>• A commitment to Equal Opportunities in all work practices</li> <li>• Prepared to be flexible regarding working hours including regular evening and occasional week-end working</li> <li>• Strong I.T. skills (esp. MS Word and Excel)</li> <li>• Have access to a vehicle and a full, clean driving licence</li> <li>• Be prepared to engage in extensive travel</li> <li>• Live in the required area-Greater Dublin region.</li> </ul>	E		Application Form/Interview
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