

Job Description

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| Job title: | Social Care Leader – Children’s Residential Services |
| Department: | Family and Child Services |
| Reporting to: | Social Care Manager/Deputy Social Care Manager |
| Salary: | €51,680 - €60,337 |
| Hours: | Full-time |
| Location: | Dublin |

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness.

The role of Social Care Leader in our Children’s Residential Service is an essential part of the team that provides support to the children and young people in line with the National Standards for Children’s Residential Services and relevant legislation.

Our Children’s Residential Services offer a stable, safe and secure environment where the welfare of each young person is paramount. We offer a non-judgemental and holistic approach in which respect for the young person is central. We exercise flexibility in our approach through highly individualised strengths based developmental programmes. We seek to assist the young person in the development of their sense of self and provide them with practical living skills, the aim of which is to improve the young person’s life chances.

A flexible placement plan is created for each young person, underpinned by the Welltree Model of Care, which is trauma and attachment informed approach. This is based on the young person’s needs to support them to develop their interests, their engagement in education, promote each young person’s health and wellbeing and the skills for their future lives.

Responsibilities

The role of Social Care Leader will include but not limited to, the following key responsibilities;

To the Manager /Deputy Manager:

- To work for Peter McVerry Trust within the authority delegated to him/her by the manager;
- To oversee the administration associated with the recording system, roster, petty cash and monthly service reports;

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- Meet with the manager at regular intervals regarding the progress of his/her work;
- To act on behalf of the manager at meetings as delegated including scheduling, chairing and writing minutes;
- Attend team meetings and Social Care Leader Meetings as required;
- To assist the manager in the day to day running of the service in line with the National Standards for Children's Residential Units, 2018; HIQA
- To assist with oversight of recording and reporting and auditing processes as delegated by the manager.
- To respond to general queries from staff having sought appropriate direction from the manager;
- Provision of on call support as required;
- To provide out of hours on call support where designated.

To provide direct support to participants through:

- Intervention, support and supervision;
- When required, advocacy and referral to community services;
- Supervising the behaviour of the participants at all times;
- Liaising with the appropriate staff in accessing move-on accommodation for the participants;
- Planning recreational and/or group activities.
- Being a positive role model and creating a welcoming environment

To assist with residents' case work through:

- Supporting the team with case management for all participants;
- Communication with other PMVT staff as required and appropriate;
- Key-working with participants in line with Welltree Model of Care;
- Assisting with participant's Individual Personal Plans;
- Ensuring that participants are fully informed about all entitlements.

To maintain a safe and healthy living environment through:

- Act as shift coordinator and ensure all necessary tasks on shift are completed to a high standard;
- Adherence to safety and security protocols;
- Ensuring that the environment is maintained to a high standard at all times;
- Assigning routine tasks and domestic duties to participants;
- Keeping stock of household necessities and purchasing weekly groceries;
- Cooking meals with and for young people;
- Advice and help to participants with housekeeping needs;
- Mediating disputes and encouraging co-operation.

To respond to requests for service through:

- Links with other Peter McVerry Trust services, screening and assessment;
- Communication of information and referral;
- Offering ongoing support to former participants where designated.

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To undertake administrative and supervision duties through:

- Maintaining participants' details and documentation;
- Oversee recording and reporting to ensure best practice;
- Providing written reports to the Manager where necessary;
- Oversee the review of all documentation and procedures following all incidents / accidents that may occur;
- Working closely with the manager; to carry out Performance Management and Supervision with staff team where appropriate and in line with the needs of the Service;
- To actively promote and monitor compliance with data recording systems e.g. PASS.

Change in work programme:

- It may be necessary, from time to time, for workload to be re-prioritised in order to accommodate workloads in other areas of the organisation. Due notice and consultation will be given.

To have a positive and enthusiastic attitude in work:

- In your interactions with management, staff and participants of Peter McVerry Trust.
- In your interactions with external agencies while representing Peter McVerry Trust.

Other Duties:

- Undertake any other agreed duties to ensure the provision of the service.

Experience required

- Degree level qualification in social care/applied social care/social studies or equivalent for Children's Residential Services positions;
- At least 2 years' experience working in residential services and/or related services setting ideally with some supervisory experience;
- Essential competencies: Commitment to providing the highest level of service, respect for others, openness to change, communication skills– oral, aural and written, contributing to the prevention and management of challenging behavior, professionalism & maintaining professional boundaries, focus on outcomes, initiative and taking responsibility, effective team working and leadership. (All other competencies to be reviewed as part of the Performance Management & Supervision process)

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Other information

All employees are required to adhere to PMVT's policies and procedures including but not limited to;

- Confidentiality: it is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- Equal Opportunities: to implement equal opportunities into your daily practice at all times.
- Health and Safety: to be responsible for your own health and safety and that of your colleagues in accordance with relevant PMVT policies and procedures.
- Child Protection: follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

Benefits

- Attractive Salary
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme Career progression opportunities

How to apply

To apply, please [download the application form](#) available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie along with your CV and cover letter.