

Job Description

Job title:	Social Care Leader
Department:	Family and Children Services
Reporting to:	Social Care Manager/ Deputy Social Care Manager
Salary:	€55,528 - €64,829
Hours:	Full-time
Location:	Dublin

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

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

Responsibilities

To the Manager

- To work for Peter McVerry Trust within the authority delegated to him/her by the manager;
- To work within PMVT Policies and Procedures and act as Shift coordinator and senior staff member while on shift, supporting the induction of new staff.
- To support and maintain a safe, nurturing and trauma informed environment for the young people placed in the service.
- You will have a working knowledge of the National Standards for Children's Residential Units, HIQA, 2018 and inhouse procedures for implementing and maintaining these standards as appropriate to your role.
- You demonstrate leadership through professional, positive and best practice behaviours in a way that delivers the best possible service to the young people. This involves demonstrating accountability and promoting it from others.
- To ensure high standards are maintained in the administration associated with the recording and reporting systems, roster, petty cash and monthly service reports;
- To ensure you are aware of Child Safeguarding Principles and act in line with PMVT Child Protection and Safeguarding Policy.
- Participate in regular supervision and reflective practice, including identifying your training and development needs and act as a mentor to other new staff or students as delegated.

Job Description

- To act on behalf of the manager at meetings as delegated including scheduling, chairing and writing minutes;
- Attend team meetings, training, supervision and Social Care Leader Meetings in line with requirements.
- 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 ensure all financial requirements are met, oversight of petty cash and Soldo while on shift.
- To respond to general queries from staff having sought appropriate direction from the manager;
- To provide out of hours on call support where designated.

To provide direct support to young people through:

- Intervention, support and supervision;
- When required, advocacy and referral to specialist and community services;
- You will promote the rights, responsibilities and welfare of each young person living in the service.
- You will encourage and facilitate the young people's attendance at education/training and any relevant appointments.
- You are responsible for the recording and upkeep of all personal documents, files, information and finance for and on behalf of each young person and to support other staff to complete this.
- You will liaise with the young person's family, external supports and any other relevant agencies on their behalf.
- You attend and support other staff to attend and participate in meetings in relation to the young people's care and development.
- You supervise and support young people at all times, implementing positive behaviour support plans, ICSPs and risk management plans and support other staff in relation to this:
- Liaising with the appropriate staff in accessing move-on accommodation for the young people;
- You engage in and support other staff to engage in activities, play and development opportunities in line with the developmental needs of each young person.
- Being a positive role model and creating a welcoming environment.

To assist with residents' case work through:

- You develop and maintain effective relationships with the young people, promoting their choices about their care and well-being. You support other staff members to do likewise.

Job Description

- You promote the rights and independence of each young person placed in the service and support opportunities for feedback and communication.
- Communication with other PMVT staff as required and appropriate;
- Key-working with young people in line with Welltree Model of Care, ensuring Care Plan goals are integrated and ensuring that keywork interventions are completed and recorded;
- Completing monthly audits of young people's files, ensuring they are maintained to a high standard.
- Assisting with young people's Individual Placement Plans

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 health and safety, fire safety and security protocols in line with legal requirements and support others to understand the importance of such as part of their role.
- Ensuring that the standard of the environment is always high, as part of a team creating a homely environment, underpinned by trauma-informed principles.
- Supporting young people to become familiar with self-care routines and develop independent living skills in line with their age and stage of development.
- Keeping stock of household necessities and purchasing weekly groceries;
- You will, in collaboration with the young people, provide and prepare well balanced meals of high quality.
- You will complete daily tasks associated with home management including upkeep/cleaning and household budget
- Supporting young people to become familiar with self-care routines and develop independent living skills in line with their age and stage of development.
- Supporting group living and cooperation, mediating disputes if required.
- You will contribute to the review and development of policies and procedures and adhere to relevant legislation, regulations and standards.

To respond to requests for service through:

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

To undertake administrative and supervision duties through:

- Act up for Deputy Social Care Manager or Social Care Manager as designated
- Maintaining young people's details and documentation;
- Oversee recording and reporting to ensure best practice;
- Supporting archiving in line with PMVT guidelines as required.
- Providing written reports and audits to the Manager where necessary;
- Review documentation and procedures following all incidents / accidents that may occur;

Job Description

- Working closely with the manager; to carry out Performance Management and Supervision with staff team or student supervision where appropriate and in line with the needs of the Service;
- To actively promote and monitor compliance with data recording systems e.g. Salesforce
- You will be responsible for management of Soldo and petty cash relevant to your role while on duty and supporting the adherence of team members

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

Experience required

Qualifications, Skills and 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 behaviour, 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).

Job Description

Other information

- Confidentiality: It is a condition of service that all information obtained during the course of employment, especially with regard to young people s 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.

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.