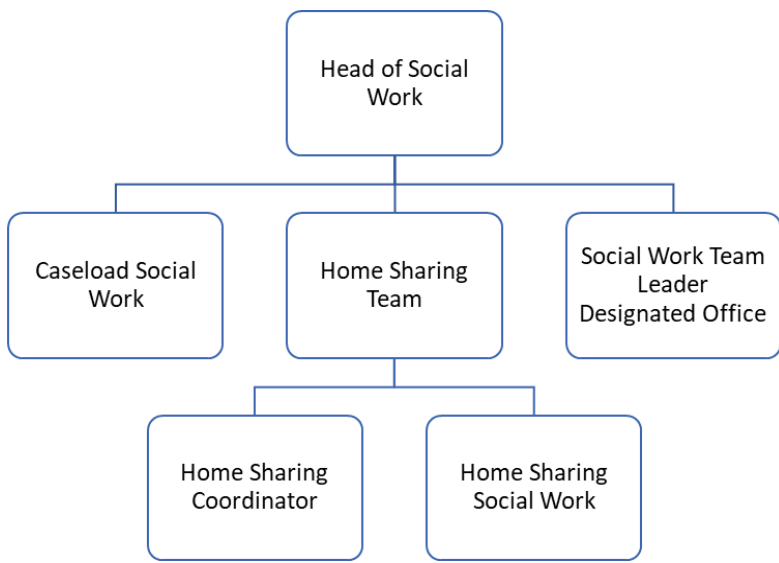




## Job Description: Social Worker (Home Sharing)

Job Element	Detail
<b>Overview of Ability West</b>	<p>Ability West provides a wide range of high-quality community-based services for people with an intellectual disability throughout Galway City and County. Services provided include day, residential, short breaks/ respite, supported self-directed living (SSDL) programmes, community support, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Mission, Core Values, Strategic Plan, and Vision which is to enable people we support to realise their goals and ambitions.</p>
<b>Job Title</b>	<p>Social Worker (Home Sharing)</p>
<b>Overview of Role</b>	<ul style="list-style-type: none"> <li>• To be responsible, subject to the general direction and control of the Head of Social Work for social work duties associated with the services provided by Ability West.</li> <li>• The post holder will work closely with the Head of Social Work and the Home Sharing Coordinator with regard to both planning and implementing the effective delivery of services.</li> </ul>
<b>Purpose of Role</b>	<p>The purpose of this job is to carry out a wide range of designated social work duties, in accordance with Ability West’s policies and procedures as set out in the General Procedures Manual, Operating Instructions, Work Instructions for the Social Work Department and the organisational Safety Statement, and to work as part of the Social Work and the Home Sharing Team.</p>
<b>Reporting To</b>	<p>The post holder reports directly to the Head of Social Work.</p>

<p><b>Overview of Home Sharing</b></p>	<p>Home Share Galway is a support service developed jointly by Ability West and the Brothers of Charity Service Ireland West Region, providing much needed short breaks to adults and children with intellectual disabilities throughout Galway city and county. Both organisations also independently provide supports and service to people with an intellectual disability and their families throughout their lifecycle.</p> <p>The aim of Home Sharing for people with an intellectual disability is to have opportunities for self-expression in all aspects of their lives. Home Share Galway strives to empower people with an intellectual disability to have dignifying relationships to be included meaningfully in the life of the communities. The uniqueness of the service is that support is provided for individual by families in the community in their own homes. People enjoy the opportunity of developing new relationships being part of new communities whilst enjoying a short break.</p> <p>The aims and objectives of Home Share Galway are:</p> <ul style="list-style-type: none"> <li>• To provide short breaks to adults and children with an intellectual disability</li> <li>• To provide a “natural” living option to adults with an intellectual disability</li> <li>• To respond to the needs of natural families</li> <li>• To strengthen family relationships</li> <li>• To give individual and families greater control and choice in the support service they receive</li> <li>• To provide a break for the carer whilst being a positive experience for the person with the disability</li> <li>• To give service providers the flexibility to deliver services in ways that respond to the needs of respite users and their carers and families</li> </ul>
<p><b>Key Working Relationships</b></p>	<p>Home Sharing Coordinator, Social Work Team members, Director of Clinical Supports &amp; Services, Director of Operational Supports &amp; Services, Head of Social Work, Respite and Community Services Manager, Multidisciplinary team members, Unit Directors, Area Service Managers, Brothers of Charity Service Ireland West Home Sharing Team.</p>

<p><b>Organisation structure in regard to this Role</b></p>	 <pre> graph TD     A[Head of Social Work] --&gt; B[Caseload Social Work]     A --&gt; C[Home Sharing Team]     A --&gt; D[Social Work Team Leader Designated Office]     C --&gt; E[Home Sharing Coordinator]     C --&gt; F[Home Sharing Social Work] </pre> <p>Please note that Ability West reserves the right to amend or change the organisational structure at any time to meet service and business needs.</p>
<p><b>Department/Location</b></p>	<p>The role will be based at Blackrock House, Salthill with frequent travel to other locations in accordance with service and business needs.</p>
<p><b>Authority Levels</b></p>	<p>Communication – Home Sharing Families, service users/family and relevant external agencies</p>
<p><b>Key Duties</b></p>	<p>The Home Sharing Social Worker is responsible, along with other team members for the overall operation of Home Sharing. This will include all aspects of the recruitment, training, assessments, support, review and supervision of Home Sharing (Short breaks) families, Contract Families and Shared Living Families. The work will include the following:</p> <ul style="list-style-type: none"> <li>• The Social Worker will participate, facilitate and assist in the recruitment and training of new Home Sharing families in line with the ‘HSE National Guidelines for Home Sharing 2016’.</li> <li>• They will familiarise themselves with the protocols, standards, and the guidelines of the National Standards for Foster Care &amp; the HSE National Guidelines for Home Sharing.</li> <li>• They will familiarise themselves with Home Sharing Short Breaks, Contract Family and Shared Living agreement and the payment programme for each agreement.</li> <li>• Undertake Home Sharing assessments of prospective Home Sharing families.</li> <li>• Undertake regular reviews of Home Sharing families and organise and</li> </ul>

conduct placement reviews.

- Present assessment reports and reviews to the Home Sharing panel.
- Provide regular supervision, support and assess training needs of Home Sharing families to support their guests and in line with best practice.
- Ensure that the Home Sharing families understand, accept and operate within all relevant standards, policies and procedures of Ability West.
- Maintain up to date records of all contacts and meetings with Home Sharing families, to include issues discussed, requests for additional support and responses to these requests and ensure relevant databases are up to date.
- To be up to date with current Children First and Safeguarding Vulnerable Adults procedures and to address these issues in accordance with National Guidelines and Agency policies.
- Ensure that Home Sharing families receive all relevant information and advice relating to service users as appropriate.
- Meet with Home Sharing families on a regular basis and assess their homes in line with Health and Safety Guidelines and in line with the changing needs of their placement(s).
- Meet with the people supported, their families/Key workers and visit the Home Sharing family's home together to make arrangements for any new placement and draw up a Placement Care Plan Agreement.
- Ensure that there are supports in place for Home Sharing families and their guests which should include supports from multi-disciplinary teams as required.
- Liaise with Social Workers, Unit Directors, respite managers etc. regarding the scheduling of placements and to ensure that all relevant parties are informed particularly if the person supported receives other forms of respite support.
- Assist the Home Sharing co-ordinator with the recording of placements provided for the purposes of Key Performance Indicators (KPI's).
- Liaise and advocate with other Community, Voluntary and Statutory Agencies as required.
- Support the development of Home sharing Short Breaks, Contract Families and Shared Living as a viable sustainable support options for individuals across the service.
- Familiarise themselves with National and International practices in relation to developing Home Sharing Family placements.
- Work as a member of the interagency Home Sharing Team (Brothers of Charity Services and Ability West) and contribute to the overall performance of the Team.
- Avail of clinical supervision as arranged by the Head of Social Work.

	<ul style="list-style-type: none"> <li>• Attend Social Work team meetings and other events and training opportunities organised by the Head of Social Work.</li> <li>• To facilitate groups where relevant e.g. Contract Family support group.</li> <li>• There may be a requirement to carry out casework as directed by the Head of Social Work.</li> </ul> <p><i>The list of key duties is not exhaustive.</i></p>
<b>Other Requirements of Post</b>	<ul style="list-style-type: none"> <li>• Reliability and a flexible approach essential for position.</li> <li>• Ability to conduct oneself in a professional manner throughout the course of one's duties.</li> <li>• Adherence to Ability West's policies at all times.</li> </ul>
<b>Person Specification: Essential Criteria</b>	<p>Candidates must satisfy Department of Health and Code of Professional Conduct and Ethics for appointment as follows:</p> <ul style="list-style-type: none"> <li>• Hold a recognised degree or equivalent that is approved by CORU (Social Workers Registration Board).</li> <li>• The ability to exercise good judgement, discretion and confidentiality, to communicate effectively, verbally and in writing, and to co-operate in a team environment with a person-centred philosophy.</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Experience working within a service for individuals with Intellectual Disabilities.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Genuine respect and empathy for diversity and individuality.</li> <li>• Flexible, responsible and mature approach to work.</li> <li>• Creativity (e.g. in using community resources, problem solving, dealing with Service User needs).</li> <li>• Professional, accountable, good planning and time management skills.</li> <li>• Exceptional communication skills.</li> <li>• Excellent administrative, organisational and IT skills inclusive of IT based management systems.</li> </ul>

<p><b>Career Development</b></p>	<p>All employees of Ability West will be afforded Training and Development opportunities in regard to Career Development.</p> <p>In addition, there will be substantial training in legislative, Health &amp; Safety and other job-related training provided on an on-going basis.</p> <p>The HR department will work closely with all staff to ensure that all necessary Training opportunities are fair and transparent for all staff.</p>		
<p><b>Post Holder Sign Off</b></p>			
<p><b>Line Manager Sign Off</b></p>		<p><b>Date</b></p>	