



Working together, we can improve each other's lives

Clarecare is a professional social enterprise with charitable status, providing a range of people centred social services to individuals and families in County Clare for over 50 years. Current services provided include Family Support, Elderly Care Services, Counselling and Bushypark Residential Addiction Treatment Centre. Clarecare's headquarters are based in Ennis with local offices in Bushypark, Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on www.clarecare.ie www.bushypark.ie

Clarecare is supported by a partnership with TUSLA, Health Service Executive, other Government Departments, by charitable funding and by the Diocese of Killaloe.

SOCIAL WORKER SERVICE WITH OLDER PEOPLE: In 1999, based on emerging needs, Clarecare developed a Community based Social Work service. The Clarecare Social Work service with Older People is a person-centred service available to older people age 65+ living in Co Clare.

Funded by the HSE, Clarecare's Social Work Service with Older People provides individual support to older people who are experiencing challenges in their lives under the three main categories of community supports, future care and family issues.

The Social Worker with Older People service is part of a range of Clarecare services for older people which includes home care and day centres across Co. Clare. The social work with older people service has 1.5 posts and the two Social Workers work closely together to provide a consistent service across the county.

Clarecare Social Workers are linked to the HSE Primary Care Team multi-disciplinary structure and work closely with the HSE Public Health Nurse services. Social Work meetings with an older person take place in a variety of settings including: the person's own home, hospitals, nursing homes, health centres and Clarecare Day Care Centres.

JOB DESCRIPTION

Social Worker with Older People – 2 days per week (Tues/Wed) (Maternity Leave Cover – Immediate Specified Purpose Contract of 1 year's duration)

ROLE: To provide a community based Social Work service to people aged 65 and over who are experiencing difficulties in their lives.

JOB RELATIONS: The Social Worker with Older People role currently reports to the CEO or designate under the Clarecare Older Persons Services. This reporting structure may be subject to change.

JOB LOCATION: The position offered is currently based in Clarecare's Hill Road, Killaloe office but this may change based on operational/service requirements.

DAYS/HOURS OF WORK: This is a part-time permanent position (subject to 12 months' probation) for 2 days per week i.e. Tuesday & Wednesday. Hours of Work: 9.30 a.m. to 5.00 p.m. (inclusive of 30 mins lunch break). This job occasionally requires flexibility regarding work days/workhours based on service/operational requirements.

ANNUAL LEAVE ENTITLEMENT: Yearly Annual Leave entitlement for this 2 days per week part-time, fixed term role is 10.5 days per annum excluding Public Holiday entitlement.

RESPONSIBILITIES OF THE POSITION:

General Responsibilities:

- To be accountable to the CEO or designate.
- To adhere to Clarecare's policies, procedures, protocols in relation to all work within Clarecare.
- To fulfil obligations under HSE's "*Safeguarding Vulnerable Adults at Risk of Abuse*", 2014
- To store and maintain accurate, confidential records in accordance with the Social Work with Older People practice protocols and to comply with responsibilities under the Data Protection Acts 1988, 2003 & 2018 (GDPR).
- To complete and submit statistical information and reports in a timely manner as required.
- To work as part of the wider Clarecare structure and carry out duties as required.
- To support the work of staff, volunteers, students and others involved in Clarecare.
- To participate in team meetings and attend meetings as deemed necessary.
- To attend and participate in case management meetings with Family Support Services Manager or designate and relevant team members.
- To engage in continuing professional development opportunities.
- To maintain professional boundaries in all work with clients.
- To perform such other duties appropriate to the position as may be assigned to you.

Specific Responsibilities

- To assist older people identify their strengths, needs, and challenges.
- To assist older people link with all services necessary to enhance the quality of their lives.
- To advocate on behalf of vulnerable older people with the relevant Statutory and Voluntary services.
- To assist older people and their families in making difficult decisions about their future care.
- To process and manage referrals in line with agreed practice procedures and protocols.
- To maintain the referral data base in conjunction with Social Work colleagues to ensure that accurate records are maintained and statistical information can be accessed as required.
- To liaise with Clarecare services and external Agencies to identify available support services for older people referred to the service.
- To liaise with relevant Agencies as required and to develop and maintain collaborative working relationships externally with the HSE and other relevant community, voluntary and statutory groups.
- To contribute and participate in the integrated planning processes across the relevant HSE structures for older people.
- To adhere to the HSE Safeguarding policy and procedures and be a designated person under the Clarecare structure for Safeguarding Vulnerable persons.
- To provide cover for social work colleagues on leave to ensure that gaps in service for older people are kept to a minimum.
- To maintain file records on work undertaken with the client and to complete reports outlining work completed.
- To identify and highlight issues relating to older people in Clare through the preparation of an annual report for the service and when required.
- To attend the relevant HSE meetings in relation to the older person.
- To perform such other duties appropriate to the position as may be assigned to you by the Line Manager for the service,
- To be flexible and adaptable in one's approach to work with clients, staff and other agencies.
- To work as part of a team both in the social work service and as part of the wider Clarecare structure.
- To be flexible and adaptable in one's approach to work with clients.
- To attend all relevant staff and client meetings.

REQUIREMENTS/QUALIFICATIONS FOR THE POSITION

Essential Requirements:

- A Social Work Qualification (CQSW, MSW, or NSWQB approved course).
- Minimum of 3 years Social Work experience including undertaking social work assessments.
- Must be currently registered and provide copy of current registration (and maintain live annual registration) in the Social Work Register retained by the Social Work Registration Board at CORU.
- Ability to demonstrate empathetic understanding of the issues/dilemmas which may arise for vulnerable older people.
- Ability to complete assessments and prioritise workloads.
- Focussed with a willingness to “get things done” in a very busy work environment, and deliver on agreed objectives.
- Ability to communicate (both written and verbal skills) effectively with service users, staff and other statutory and voluntary agencies.
- Maintain a high standard of documentation, including service user files in accordance with local guidelines and legislation
- Maintain accurate up to date records and files, and submit activity data as required.
- Ensure the maintenance of client data and data confidentiality.
- Write accurate, clear, concise and purposeful reports to a high standard.
- Proficient computer skills, including use of Microsoft Office, MS Outlook (emails).
- Experience of liaising with services and advocating on behalf of clients.
- Interest in the issues arising for older people and a desire to work with older people.
- Ability to maintain professional boundaries with all clients and agencies.
- Ability to work as part of a team and on one’s own initiative.
- Ability to manage time, prioritise and manage work effectively.
- Ability to maintain the principles of confidentiality in all areas of work.
- A positive ‘fit to work’ medical.
- A positive Garda Vetting Disclosure through Clarecare.
- Two positive written references from your current and most recent employer(s).
- Full clean driving licence with a commitment to carry clients and to indemnify Clarecare from a private motor insurance perspective in respect of this.

Desirable:

- Previous experience of working with older people in a voluntary or professional capacity.
- Good knowledge of the legislative and policy context governing work with older people.
- A knowledge of the work & ethos of Clarecare

Remuneration:

The salary and benefits on offer for this position is commensurate with experience and available upon request from Carmel Keane, HR Manager on 086 - 4161520.

NOTE: The foregoing contains an outline of the main duties and cannot be complete. Tasks may arise which may not appear to fall within this job description. You will be required to respond flexibly when adhoc tasks arise which are not specifically covered in this job description. This includes additional duties which may arise from an operational perspective or from future legislation affecting the Charities sector.