



*St. Francis Hospice Dublin*

## **JOB DESCRIPTION**

**SENIOR MEDICAL SOCIAL WORKER**

**(1 WTE)**

**Job Reference: Ref 2021:014**

**Issue Date: February 2021**

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
<b>1. JOB PURPOSE</b>	<b>3</b>
<b>2. ACCOUNTABILITY</b>	<b>3</b>
<b>3. KEY DIMENSIONS</b>	<b>3</b>
<b>4. OPERATING ENVIRONMENT</b>	<b>3</b>
<b>5. SALARY SCALE, ANNUAL LEAVE, PENSION SCHEME</b>	<b>4</b>
<b>6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE &amp; COMPETENCIES</b>	<b>4 - 5</b>
<b>7. OUTLINE OF JOB DUTIES &amp; RESPONSIBILITIES</b>	<b>5 - 7</b>

### 1. JOB PURPOSE

The purpose of this post is to provide psychosocial support to patients and their families within a multi-disciplinary team.

### 2. ACCOUNTABILITY

The position reports to and is accountable to the Coordinator of Social Work and Bereavement Services or other designated officer in all matters relating to the job.

### 3. KEY DIMENSIONS

Key relationships that will influence the success of the role:

- Social Work Team
- Bereavement Support Volunteers
- Members of multi-disciplinary team

### 4. OPERATING ENVIRONMENT

**Contractual Hours:** 37 hours per week

**Hours of work:** The post holder will be working 37 hours per week over five days

Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours as part of bereavement service provision.

**Location:** This position is across both sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be completely flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by their line manager.

The role of Senior Social Worker may necessitate rotating through all the service areas within the Hospice i.e. Hospice Day Care, Out Patients, the Inpatient Unit and community. This includes change of site, Raheny or Blanchardstown, depending on the needs of the service. The Co-ordinator of Social Work & Bereavement Services manages and directs the rotation, flexibility is expected.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

## 5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

**Salary Scale:** Department of Health - Consolidated Salary Scale (1<sup>st</sup> October 2020) – Senior Medical Social Worker.

<b>SENIOR MEDICAL SOCIAL WORKER</b>	1/10/2020 PSPP	7	60,123	61,837	63,552	65,267	66,981	68,695	69,351
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**Annual Leave:** 30 days per annum.

**Note:** If internal applicant, current entitlements will be kept in line with current arrangements.

**Pension Scheme:** SFHD will contribute 7% of the successful candidate's annual salary.

## 6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Have attained the N.Q.S.W. or equivalent.</li> <li>Be registered as a Social Worker with CORU.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Have a minimum of five years post qualification experience.</li> <li>Bereavement and counselling skills are essential.</li> <li>Experience in palliative care, oncology or mental health is essential.</li> <li>Be computer literate in the use of Outlook, Word, Excel and PowerPoint.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Full clean driving license.</li> </ul>	

### CORE COMPETENCIES

- Demonstrate an understanding of the application of the values and ethos of SFHD.
- Demonstrate an ability to work within the CORU social work code of ethics.
- Demonstrate a competence in psychosocial assessments and interventions in palliative care, based on sound theoretical knowledge and reflective practice.
- Demonstrate effective communication and interpersonal skills including the ability to collaborate with colleagues, patients, families, carers etc. and work as part of the multi-disciplinary team.

- Demonstrate an ability to communicate sensitive information, including breaking bad news relating to illness and death to patients and families.
- Be able to use personal initiative, forward thinking and actively takes responsibility for meeting internal and external patients and client needs to achieve client satisfaction.
- Demonstrate a commitment to continuing professional development.
- Demonstrate a commitment to engaging in supervision.
- Have proven organisational skills together with the ability to perform duties of the role in a sensitive and caring manner.
- Have the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.
- Be able to identify potential difficulties and formulate solutions.
- Proven ability to build and manage effective relationships with colleagues in a multi – disciplinary team setting and with representatives of other agencies.

## **7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES**

The Senior Medical Social Worker is an experienced and competent professional with sound psychosocial skills and academic ability along with good organisational skills.

The role of the Senior Medical Social Worker includes but is not limited to:

### **Social Work Duties**

- To provide a Social Work service for patients and their families under the care of St. Francis Hospice Dublin, as directed by the Co-ordinator of Social Work and Bereavement Services.
- To work as a member of the multi-disciplinary team of St. Francis Hospice Dublin providing a comprehensive social work service and an understanding of the psychological, emotional and social difficulties of individuals and families in crisis, of the dying and their families, and the bereaved.
- To act as a resource person for all members of the Multidisciplinary team in relation to psychosocial aspects of patient and family care.
- To assess the concerns and resources of the patient, their family or significant others and to formulate care plans in conjunction with the multi-disciplinary team, patient and family.
- To work directly with patients, families or significant others using individual, group or family therapy techniques, as appropriate.
- To facilitate family meetings with members of other disciplines.
- To assess risk for patients and families, both pre death and in bereavement, including addressing safeguarding concerns in line with SFHD policies.
- Direct work with children is an important part of the social work role and SFHD policies and procedures must be adhered to at all times.
- To engage with relevant community based or external services as they relate to the care of patients, their family or significant others and the bereaved.
- To assess the particular needs of in-patients pre discharge and in conjunction with the multi-disciplinary team work towards accessing appropriate services and supports to meet those needs, ensuring effective working relationships with Primary Health Care Teams, Hospital Social Work Teams, state agencies and Voluntary Organisations.
- To maintain appropriate records and produce social work reports in line with SFHD and departmental policy.
- To maintain confidentiality of patients and their families and attend to data protection requirements.

- To provide cover for other members of the department as required and be part of an emergency cover rota during the working week.
- To contribute to developments of both the social work role and the social work team within SFHD.
- To assist the Co-ordinator of Social Work & Bereavement Services with the development of policies and procedures that reflect the needs of patients and families and good practice in social work.

### **Bereavement**

- Contribute to the delivery of Bereavement Support Services under the direction of the Coordinator of Social Work and Bereavement Services.
- To carry a bereavement caseload in each site and provide bereavement follow up where appropriate.
- Participate in the Volunteer Bereavement Support Service and assist in appropriate supervision and ongoing training of current bereavement volunteers as required. This service takes place during the evening.
- Participate in the running of the Service of Remembrance and Bereavement Information Evening as required. These services take place during the evening.

### **Training and Education**

- To participate in the design and development of teaching and training programmes for staff inside and outside of the Hospice as requested. To participate in the teaching and in service training programmes for staff of the Hospice.
- To undergo such training or instruction as may be required from time to time.
- To present at seminars and conferences as negotiated.
- To keep up to date with all mandatory training required.  
To demonstrate a commitment and attend to continuing professional development.

### **Supervision**

Supervision will be provided by the Co-ordinator of Social Work and Bereavement Services. Supervision will take place exclusively within St. Francis Hospice Dublin and other supervisory arrangements are not permitted.

### **Other Duties**

- To attend and participate in such meetings and events as may be required from time to time.
- To ensure that up to date and detailed administrative records and statistics are maintained for all clients.
- To ensure a safe working environment for patients, families and staff at all times adhering to all SFHD policies and reporting any incidents immediately.
- To carry out such duties appropriate to the office as may be assigned by the Coordinator of Social Work and Bereavement Services or Hospice Management.

### **General**

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Health & Safety Act.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.

- Enable compliance of charities regulations, data protection, governance, transparency and best practice.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>