

## **Candidates Information Booklet**

### **Social Worker (Professionally Qualified)**

**Closing Date:  
5.00 pm Thursday 24<sup>th</sup> September, 2020**

**Wexford County Council is committed to a policy of equal opportunity.**

This competition is being managed by:

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## QUALIFICATIONS

### 1. CHARACTER

Candidates shall be of good character.

### 2. AGE

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

### 3. HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### 4. EDUCATION, TRAINING, EXPERIENCE, ETC.

**Each candidate must, on the latest date for receipt of completed application forms:**

- (i) possess a recognised University Degree or Diploma in Social Science or an equivalent qualification,
- (ii) be a registered member of CORU, as per the requirements under the Health & Social Care Professional Act 2005, (documentary evidence of registration must be submitted with your application form),
- (iii) satisfactory experience in social work as will enable him or her to discharge the duties of the office,
- (iv) possess a full clean driving licence and have access to a car at all times for use in their work.

### 5. GARDA VETTING

Each candidate will be required to co-operate with a Garda vetting procedure. The successful candidate must have Garda clearance.

## **PERSON PROFILE**

### **DUTIES:**

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

#### **The duties of the post of Social Worker shall include:**

- The provision of a Social Work service to members of the Traveller Community in relation to accommodation issues and to other clients (e.g. local authority applicants and tenants and homeless persons) as deemed necessary.
- Visits as required and as necessary to members of the Traveller community.
- The completion of accommodation needs assessments for members of the Traveller community and others as required, seeking accommodation assistance.
- The completion of written reports in relation to clients and other projects as required.
- Ensure that letting agreements are being observed and report arising issues, including maintenance and anti-social behaviour to relevant personnel or appropriate agencies.
- Liaise with other agencies catering for needs of Travellers and attend inter agency meetings and case conferences as required.
- Convene and attend meetings of the Local Traveller Accommodation Consultative Committee and any other meetings as requested by the Chief Executive.
- Assist tenant/resident/members of the Travelling community to engage with other sections of the local authority or Government Departments from which they may need assistance or advice.
- Advise and support Travellers with regard to tenancy sustainment and community engagement as required.
- Advise and assist in miscellaneous family and personal problems, including relations between tenants.
- Advise and make recommendations to the Council on the formulation of policy regarding the accommodation of Travellers and relevant supports throughout the county as requested.
- Assist in the preparation and review of the five year Traveller Accommodation Programme as required.

- Assist in regard to the co-ordination of services for Travellers and social inclusion measures by various Council Departments and the Traveller Inter Agency Group
- Review policies and assist in their implementation for special needs areas such as homeless, disabled, elderly, family support as required.
- Co-operate with voluntary bodies as appropriate.
- Make recommendations regarding tenants and applicants for accommodation provided by the voluntary and public sector.
- Participate actively in the work of County Wexford Homeless Action Team.
- Meet with and undertake assessments of persons who present as homeless.
- Arrange suitable emergency accommodation for homeless persons.
- Provide information and advice for persons presenting at risk of homelessness.
- Liaise with relevant agencies who provide services to homeless persons.
- Record homeless cases on the Pathways Accommodation and Support System.
- Be familiar with Children First Guidance 2011 and ensure best practice in terms of child safeguarding within Council activities.
- Assist in the delivery of Child Safeguarding information and awareness sessions to Council employees.
- Refer child protection concerns to the appropriate agency in accordance with the Children First Guidelines.
- Liaise with Tusla and an Garda Siochana regarding Child Safeguarding matters.
- Keep an annual record of Child Safeguarding Referrals.
- Assist in the implementation of new and existing initiatives on all housing related matters.
- Any other duties as may be assigned by the Chief Executive appropriate to their salary scale or their skills/experience.

The duties of the post shall involve activities outside normal working hours and persons appointed shall not be paid additional remuneration in respect of such activities.

**Candidates must also:**

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; candidates, if successful, will not be appointed to the post unless they:
- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

**COMPETENCIES FOR THE POST**

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<b>Management and Change</b>	Contributes to the development of policies in own area and is effective in translating corporate policies and strategies of Wexford County Council into operational plans and outputs;  Embeds good governance practices into day to day activities, practices and processes;  Establishes, develops and maintains positive and productive professional working relationships;  Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change;
<b>Delivering Results</b>	Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;  Maintains a strong focus on meeting the needs of customers at all times;  Allocates resources effectively to deliver on operational plans;  Ensures all outputs are delivered to a high standard and in an efficient manner;  Ensures compliance with legislation, regulation and procedures;

<p><b>Performance through People</b></p>	<p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</p> <p>Addresses any performance issues in a timely, appropriate and constructive manner;</p> <p>Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;</p> <p>Has excellent written and verbal skills;</p>
<p><b>Personal Effectiveness</b></p>	<p>Develops the expertise necessary to carry out the role to a high standard and shares this with others;</p> <p>Manages time and workloads effectively;</p> <p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on their Department or Local Government;</p>

**SELECTION PROCESS**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible. *(see notes at the end of this document in relation to completing online application form)*

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie) no later than the closing date and time of: **5.00pm Thursday 24<sup>th</sup> September, 2020.**

**The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for

the position and only on the basis of the information contained in the candidates application form;

- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority,
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie).**

## **CONDITIONS OF SERVICE**

### **1.Tenure:**

The post is whole-time and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

**2. Probation:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

**3. Salary:**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

**€45,807 - €47,996 - €50,185 - €52,380 - €54,565 - €56,752 - €58,944 - €60,087 (LSI 1)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government.

Appointees who are not existing public servants will enter at the minimum point of the scale.

**4. Health:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

**5. Retirement / Superannuation:**

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.



All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid. In all other cases, 60 years is the minimum retirement age, with 65 years being the maximum retirement age.

## **6. Driving Licence**

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

## **7. Residence:**

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries, please contact the following:

*Margaret Dunphy  
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053 919 6394*

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## ***Notes for completing the online application form:***

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet points