

**WEXFORD COUNTY COUNCIL**

**POST OF SOCIAL WORKER**

**(Professionally Qualified)**

**QUALIFICATIONS**

1. **CHARACTER:**

Each candidate must be of good character

2. **HEALTH:**

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

3. **EDUCATION, EXPERIENCE ETC:**

Each candidate must have, on the latest date for receipt of completed application forms for the office:-

- (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.

4. **AGE:**

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

5. **GARDA VETTING:**

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

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### POST OF SOCIAL WORKER (Professionally Qualified)

#### PARTICULARS OF EMPLOYMENT

1. The post is whole-time, permanent 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 dependant or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens 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 dependant 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 as follows :

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 employment takes effect during which such person shall hold 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. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her employment or in respect of services, which he/she is required by or under any enactment to perform.

**Current Salary Scale: €44,573.00 - €58,469.00 (LSI 1)**

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

4. **DUTIES:**

The duties will be such as may be assigned from time to time by the Chief Executive, or an employee designated by the Chief Executive, including 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.

#### 5. **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.

#### 6. **RESIDENCE:**

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

#### 7. **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.

**8. RECRUITMENT :**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.
- (iii) A Panel may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

**9. PERIOD OF ACCEPTANCE**

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail 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 them.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER