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| **Job Title** | **Safeguarding Coordinator** |
| **Date Prepared** | July 2025 |
| **Reports To** | WALK Director of Clinical Services |
| **Job Overview** | The purpose of the post is to provide a targeted safeguarding service that seeks to improve the social wellbeing of the service users within the context of their natural supports and local communities.  The Safeguarding Co-ordinator will be responsible for, and competent in, analysing and determining the response (the Safeguarding Protection Plan) required including addressing the immediate, interim, and long-term actions needed to reduce the risk of abuse.  The role holder will provide support to individuals and their families on matters of safeguarding in conjunction with other key support staff within and external to WALK  The role will operate in a consultative manner with the local service leaders (initial safeguarding assessors) and WALK safeguarding oversight team when key decisions are being made.  In addition, the role holder will in conjunction with others identify individual and family needs in partnership with them and co create interventions and or social strategies to meet those needs where appropriate and within the competencies and resources of WALK.  The role will also incorporate responsibility for oversight of rights restrictions within WALK. |
| **Key Relationships & Interactions** | **Internal**  Senior Leadership Team; Safeguarding Review Group; Supported Living Team Coordinators and Team Leaders; Day Supports Deputy Directors, Programme Coordinators, Team Leader s& Community Connectors; RASOG Committee; Clinical Supports Team; Quality Personnel, Resources Personnel.  **External**  Families and Natural supports; HSE Safeguarding & Protection Teams; TUSLA, An Garda Siochana; National Federation of Voluntary Service Providers; Adult Safeguarding Network; National Safeguarding Office; Community Health Services; Primary Care; Community at large. |

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| **Terms & Conditions** | * The current vacancy will be a permanent position following successful completion of probation * Salary is commensurate with experience and is aligned to Social Worker/Social Care Leader HSE pay rates * The location of the work may vary within the Dublin area. Base location is Longmile Road. Travel to WALK service locations is required at times. * Working week, the standard working week applying to the post is 39 hours per week requiring post holder to work flexibly as per the service needs * A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. |
| **Eligibility & Essential Criteria** | * Experience of working in complex safeguarding, risk environments with a minimum of 2 years' experience where the depth and breadth of experience of working in the Social Care areas of disabilities can be demonstrated * A relevant third level qualification in Social Work, Social Care Degree Level 8 or other relevant qualification * Demonstrate values in line with the organisation’s human rights-based approach to service delivery. * Demonstrated ability to support individuals with complex needs (mental health challenge and/or behaviours of concern) in community settings * Knowledge and experience of implementing National Standards and Regulations. * Must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the role. |
| **Personal Values and Competencies** | * Demonstrated understanding of a human rights-based approach to supporting people with disabilities * Shows Resilience, Positive Attitude & Openness to Change * Excellent communication skills with proven ability to develop positive relationships with a variety of stakeholders * High level of reflective practice and critical reasoning ability * Tracking, recording, planning, organising, and prioritising in complex environments which are accountable * Development and maintenance of * Commitment to outcomes requiring interventions to be Innovative, creative & solution focussed |

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| **Principle duties and responsibilities** | **Safeguarding**   * Provide practical support, advice, and guidance to WALK local leadership and staff, to support their overall management and good practice in responding to safeguarding concerns, in keeping with good professional practice and subject to agreed national policy and standards * Monitor and oversee the safeguarding processes across all service locations * Report regularly to the WALK Safeguarding manager(s) and Safeguarding oversight team on the functioning of, and developments in safeguarding practices within WALK and nationally as required * Support the implementation of current and evolving legislation, policies and procedures, guidelines, and protocols within safeguarding practices. * Facilitate clear channels of communication to relevant management structures in relation to safeguarding issues. * Deliver safeguarding supports in collaboration with other disciplines/ agencies as required, in appropriate settings reflecting the needs of the service user. * Provide professional leadership at meetings, committees and/or other fora as required in relation to all aspects of Safeguarding * Produce reports (quarterly, thematic and annual) with appropriate analysis of relevant safeguarding statistics for the safeguarding review group and senior leadership team in WALK. * Evaluate safeguarding interventions at regular intervals and review the work with the appointed safeguarding managers and oversight team * Cultivating relationships with and establishing appropriate engagement/exchange fora with the Safeguarding & Protection Teams. * Demonstrate the ability to undertake management co-ordination and delegate tasks and roles, make appropriate amendments to Safeguarding Protection Plans and mobilise resources and support systems as required * Provide a direct point of access for targeted individuals and families and offer initial and holistic social assessment * Provide supportive informal counselling, emotional and practical support, and information to staff and service users and their families as required. * Promote independence, self-reliance, self-determination, and empowerment with persons in their environment, with families and local groups. * Make it possible for service users to advocate for their own needs, or where appropriate advocate on behalf of service users. * Assess where social conditions are a major factor in health and social wellbeing, consult and plan with the service user/ relevant team/ service and arrange appropriate social services for those who need them. * Act as a resource in delivering learning and development opportunities for Individuals, their natural supports and staff education and training as appropriate on safeguarding policy, practice and reporting. * Proactively promote ongoing learning and development relating to culture and practice to support integration of safeguarding into everyday practice.   **Rights Restrictions**   * Oversee, monitor and ensure review of rights restrictions * Act as Secretariat to RASOG (Risk & Safeguarding Operating Group) Committee * Maintain, review, update and disseminate WALK Rights Restriction Policy & Procedure * Produce reports with appropriate analysis of rights restrictions statistics for RASOG and senior leadership team in WALK. * Act as a resource in delivering learning and development opportunities for Individuals, their natural supports and staff education and training as appropriate on rights restrictions and the operation of RASOG.   **Organisational Responsibilities/Other Duties**   * Actively participate as a member of the relevant team/ service in team building and change management initiatives. * Attend meetings, clinical reviews and other relevant fora as required. * Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. * Ensure compliance with a high standard of documentation, including individual files in accordance with guidelines and the Freedom of Information (FOI) Act. Oversee and manage data confidentiality, in line with WALK policy and GDPR * Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety * Participate and cooperate with Quality and Risk and Safety initiatives as required. * Promoting the involvement of the service user in planning, decision-making and service development. * Ensuring that work plans are in line with annual operational plans and strategic plans both locally and organisationally |
| **Key Outcomes** | * People supported have models of support that are optimal to meeting their needs and achieving meaningful self-determined socially inclusive lives * People supported are helped to develop strategies to cope and overcome difficult situations * Safeguarding and Rights Restrictions issues are identified and responded to in line with National requirements to support and keep safe vulnerable and at-risk people supported |

This Role description indicates the main functions and responsibilities of the post and is subject to review and amendment in the light of changing circumstances and may include other duties and responsibilities, as may be determined from time to time.