



***Clarecare's vision is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential***

Clarecare is a professional accredited social enterprise with charitable status, providing a range of person centred services for over 55 years to individuals and families in Co. Clare. Current services include Family Support, Older Person Services 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](http://www.clarecare.ie) [www.bushypark.ie](http://www.bushypark.ie)

**Our Vision:** is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.

**Our Mission:** is to provide person-centred services to individuals and families within our communities.

**Our Core Values:** • Collaborate • Accountability • Respect • Empathy • Trust

#### **Clarecare's Family Support Service**

Clarecare Community Based Family Support Service is a service funded by Tusla and is part of a broad range of support services provided by Clarecare in County Clare. The Family Support Service offers individual and group support for parents, and individual support for children and adolescents. Working from a relationship-based practice approach, our professional family support staff aim to enhance parenting, family relationships and communication; and improve resilience, safety and wellbeing in all aspects of a child's life.

## **Job Description**

### **Social Care Leader - Life Story Work: Children in Care Family Support Service**

**1 x full-time, fixed term contract to Friday, 29<sup>th</sup> December 2028**

#### **Overview of Life Story Work: Children in Care:**

Life Story Work is a therapeutic process that enables children to understand their journey into care, their background and information about their journey through care. Children and young people are supported to recognise, make sense of and resolve emotions relating to past life events, accompanied by their primary caregiver. Life Story Work helps a child/young person to develop a more accurate sense of identity as they grow and develop.

By participating in Life Story Work, the primary caregiver gains an understanding as to the impact a child's history has on how the child manages strong feelings and relationships. This helps to build a therapeutic caregiving environment for the child, strengthening attachments and making positive change for their future.

The Social Care Leader gathers the child/young person's key information from various sources to build a picture of the child's history. This involves working closely with the allocated social worker, other professionals, birth family members and foster carers/caregivers. Using the researched history, photos, records and the child's own memories, the Social Care Leader facilitates a therapeutic, creative space where the information is shared, processed and recorded. This is carried out using a variety of materials tailored to each child's needs, age and capabilities. The record/book is given to the child/young person to add to into their future.

Children and young people in who are in care across the Mid- West region are referred by the Children in Care Teams, Tusla Child and Family Agency.

**JOB RELATIONS:** The Social Care Leader will report to the Family Support Services Manager or delegate and work as part of a multi-disciplinary Family Support Services team. The Clarecare Family Support Services Manager has overall responsibility for Family Support Services.

**DURATION OF CONTRACT:** This is a full-time, fixed term contract of employment ending on 29<sup>th</sup> December 2028.

**DAYS/HOURS OF WORK:** Monday to Friday, 9.30 a.m. - 5pm daily (inclusive of 30 mins daily break). This position may involve evening or weekend work (as required) and flexibility is required regarding your days/hours of work to ensure operational needs are met.

**ANNUAL LEAVE:** Annual Leave entitlement is 26 days per full leave year (Jan-Dec) for full-time staff. This entitlement excludes Public Holidays.

**JOB LOCATION:** The office base for this position is currently in Ennis, Co. Clare. This is an on-site role – remote/hybrid working does not apply. The successful candidate may, if required, be assigned by the Chief Executive Officer/Family Support Services Manager or designate; to Clarecare's other places of business/centre locations. You will be given as much notice of any such change of place of work as is reasonably practicable.

The successful candidate will be covering cases across the Tusla Mid-West region (Clare, Limerick and North Tipperary) as the service requires, so flexibility and willingness to travel is required. Life Story Work may also be facilitated in the child/young person's home.

**TRAVEL FOR WORK:** You will be required to use your private car to travel for work purposes and must indemnify Clarecare on your private motor insurance policy in respect of same.

## **RESPONSIBILITIES OF THE POSITION:**

### **General Responsibilities:**

- To be accountable to the Family Support Services Manager or delegate
- To adhere to Clarecare's policies, procedures, protocols in relation to all work within Clarecare.
- To fulfil obligations under Children First Act 2015 and all responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017).
- To store and maintain accurate, confidential records in accordance with the Family Support Services practice protocols and to comply with responsibilities under the Data Protection Acts 1988, 2003 & 2018 (GDPR).
- To effectively use Clarecare's Data & HR Management IT system for case management and time/attendance recording.
- To complete and submit statistical information 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 and supervision with the Family Support Services Manager and/or a designated line manager.
- To attend and participate in mandatory training/continuing professional development and learning opportunities.
- To ensure up to date membership and compliance with CORU professional registration requirements at all times.
- To maintain professional boundaries in all work with service users.
- To perform such other duties appropriate to the position as may be assigned to you.

### **Specific Responsibilities:**

Working within the Clarecare Family Support Service practice models. The role of the Social Care Leader is to:

- work as part of the Family Support Services team facilitating Life Story Work, to children/young people and their primary caregivers as part of the Child in Care plan and in line with standard operating procedures and relevant practice model.
- attend evidenced-based Life Story Work Training as directed by the Family Support Services Manager.
- assist with processing Life Story Work referrals and managing a waiting list in consultation with Family Support Services Manager.
- develop plan of intervention based on referral information and assessment of need.
- work therapeutically with children/young people to ensure that they are clear about their life story and their journey into and through care.
- work together with key people in the child/young person's life such as, birth family, foster carers and professionals.
- collate personal and family history, photos, records, achievements and key information in a systematic and coherent manner from a variety of sources in order to gain a thorough understanding of the child/young person's life story which will later be used in direct work with the child/young person.
- utilise creative tools, materials and methods when, directly engaging with children/young people together with their primary caregivers.

- complete reports and contribute to case planning and reviews.
- ensure thorough and clear documentation / records are made which are accessible to the child/young person currently, and on file for the future.
- liaise and consult with other professionals supporting the child /young person as required.
- facilitate group-based interventions when required.
- contribute to research, audit, review and evaluation of the service as required.

## **REQUIREMENTS/QUALIFICATIONS FOR THE POSITION**

### **Essential Requirements:**

- A nationally recognised CORU approved third level qualification to a minimum of Degree level in Social Care or Applied Social Studies (Level 7 QQI)  
(<https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/social-care-workers/>)

**AND**

Have applied for CORU registration on the Social Care Workers Register (evidence of application will be necessary)

**OR**

- Be registered in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU.
- Minimum of 3 years relevant paid employment experience (post qualification) working directly with vulnerable children/young people and their families/caregivers.
- Experience of working with parents/caregivers and children with an ability to engage adults and children/young people in therapeutic direct work.
- Demonstrate the ability to provide quality, child-centred services engaging directly with children/ young people through the use of evidence-based interventions.
- Experience of working with children/young people and caregivers/parents who are involved in child welfare/child protection/child in care services.
- Demonstrate empathetic understanding of the issues that vulnerable children and families may encounter which lead to a child's reception into care.
- Demonstrate knowledge of relevant legislation including the Child Care Act 1991, Children's First Act (2015), Children First National Guidance for the Protection and Welfare of Children (2017) and an in-depth knowledge of the child in care system and foster care.
- Demonstrate specific knowledge of the added emotional needs of children and young people who are separated from their birth family due to neglect and abuse.
- Demonstrate knowledge of Life Story Work with children and young people in care.
- Experience of liaising with services and advocating on behalf of service users.
- Demonstrate effective verbal and written communication skills with service users, team members and other statutory and voluntary agencies.
- Demonstrate flexibility and excellent organisational skills as the role requires the capacity to work in a demanding post; managing time, commitments and priorities effectively.
- Well-developed report writing skills.

- Well-developed computer skills, including use of Microsoft Office, MS Outlook (emails), Spreadsheets and Databases (Case Management Systems e.g. OneTouch system).
- Demonstrate ability to work on own initiative and as part of a team in a fast-paced working environment.
- Ability to maintain the principles of confidentiality in all areas of work.
- Ability to work as part of a team and to use one's own initiative when required.
- Ability to foster good working relationships with internal staff/external agencies and organisations.
- Maintain and submit annual membership of the relevant accredited body as per Clarecare policies and procedures.
- Ability to always maintain professional and personal boundaries and adhere at all times to Clarecare's Guidelines & Code of Conduct for Staff and other policies/procedures.
- A positive 'fit to work' medical.
- A positive Garda Vetting Disclosure through Clarecare.
- Two positive employment references from current/most recent employer(s).
- Full driving licence with insurance indemnity to Clarecare. As part of your role duties/responsibilities, you will be required to carry clients in your own private vehicle and to indemnify Clarecare under your private motor insurance policy.

**Desirable:**

- Experience of working directly with children in care.
- Experience of working with vulnerable children or young people to enable them to understand their background and identity.
- Experience of communicating sensitive or difficult information to children or young people, ensuring their safety and wellbeing is maintained.
- Where relevant, additional qualifications/training/accreditation to work directly with children and young people.
- Knowledge of the philosophy and ethos of Clarecare and the personal social services sector.

**Salary & Benefits:**

The gross salary per annum on offer for this position is €43,781 commensurate with experience.

- 26 days annual leave per annum for this full-time, fixed term post, excluding Public Holidays – entitlement pro-rated for part-time staff.
- Free access to Employee Assistance Programme Services via VHI.
- Defined Contribution Pension Scheme Membership on successful completion of probation (6 months).
- Payroll deduction facility for Health Insurance cover.
- Cycle to Work Scheme.
- Access to Sick Pay Scheme on successful completion of probation (6 months duration).
- Access to Clarecare's Wellness Programmes.

**NOTE:** This job description is provided as a guideline. Unforeseen policy changes or emerging needs of the Service, may create additional/new demands on the post, thus requiring the post holder to fulfil those demands.