

December 19<sup>th</sup> 2018

Tel: 028 9536 3863  
Email: FOI.BSO@hscni.net

**BY EMAIL**  
[REDACTED]

**Our Ref: FOI 978**

Dear [REDACTED]

Your request for information was received on December 3<sup>rd</sup> 2018 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards recruitment processes for social worker posts.

Question 1

*How many level 5 and level 6 SW recruitment vacancy posts is BSO handling currently?*

There are currently 151 Band 5 and Band 6 SW posts being handled by the Recruitment Shared Service Centre (RSSC).

Question 2

*Can you advise on the bill for agency SW staff and how many posts regionally are being filled by Agency staff?*

Information on the costs of Agency staff and the number of posts being filled by Agency staff is not held by BSO, this request should be made directly to the appropriate HSC Trust.

Question 3

*Can you provide details on BSO recruitment processes for Band 5 and 6 social work posts.- documentation etc?*

The RSSC process and manage the recruitment process for SW positions across the HSC. This is based on the individual job requisitions created by the relevant line managers within the Trusts. Please find attached an example of a Band 5 and Band 6 job advertisement and description

Question 4

*Can you provide any management flow information that BSO hold on length of time from Trust contact to successful BSO recruitment for SW posts?*



The RSSC monitor the length of time from the moment a requisition is received until the requisition is filled but this will vary dependant on HSC Trust (Recruiting body) and each individual recruitment process.

**Question 5**

Can you provide details e-mails etc of complaints from Trusts HSC bodies around BSO recruitment?

The operations of the RSSC in relation to the Trusts are managed through the organisations Service Level Agreement (SLA). Any management issues are dealt with within the scope of this internal document. I have also attached a copy of the BSO complaints policy and refer you to section 2.2 for further clarification.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

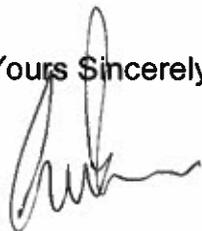
If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)  
**Phone:** 0303 123 1113  
**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Post:** Information Commissioner's Office  
3rd Floor, 14 Cromac Place  
Belfast  
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

A handwritten signature in black ink, appearing to be a stylized name, located below the text 'Yours Sincerely,'.

**Liam McIvor**  
Chief Executive



# Belfast Health and Social Care Trust

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## **JOB DESCRIPTION**

**POST:** Social Worker

**LOCATION:** Belfast Trust

**GRADE:** Band 5/6

**REPORTS TO:** Senior Social Worker

**RESPONSIBLE TO:** Director of Social Work, Children's Community Services Directorate

### **JOB SUMMARY/MAIN PURPOSE:**

The Social Worker will be primarily responsible for the direct provision of quality social work services to children and families. He/she will normally work as a member of a social work team and under direction will be responsible for the management of a caseload. He/she will also be responsible for the direct discharge of statutory duties in respect of children in need. The social worker will also be expected to attend to his/her professional development through training, supervision and learning.

### **Main Duties/Responsibilities**

#### ***Direct practice with children and families***

1. Engage in direct work with children and families.
2. Undertake assessment and case planning and to discharge a range of statutory responsibilities in respect of children in need.
3. Participate in Child Protection and Looked After Children processes.
4. Attend Court and present evidence in legal proceedings.
5. Participate in effective interagency and multi-disciplinary practice.
6. Engage with service users and carers to promote participation.

#### ***Facilitation, consultation and practice development***

7. Provide support and advice to others in relation to their practice and professional development.
8. Access and participate in, as appropriate, research and other developmental activity relevant to improving standards of practice.

9. Participate in the development of evidence based practice within the Child Care Programme.
10. Promote high standards of social work practice.

### ***Governance and reporting responsibility***

11. Liaise with relevant statutory, voluntary and independent sector organisations.
12. Maintain clear records of work undertaken including assessment and review reports.
13. Participate in professional supervision process with Senior Social Worker.
14. Provide data for use in service development and monitoring performance and outcomes.
15. Contribute to the Delivery of the Trust's Governance framework.

### ***Continuous professional development***

16. Maintain and develop knowledge and practice skills through supervision and training, linked to continuing registration requirements.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

### **Records Management**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based

or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

### **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

### **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately ie. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

### **Values**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust’s Vision.

## **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:**        ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care***



# Belfast Health and Social Care Trust

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## **JOB SPECIFICATION**

**POST:** Social Worker, Band 5/6

**LOCATION:** Belfast Trust

### **ESSENTIAL CRITERIA:**

1. Have a recognised Social work Qualification.
2. Current registration with the Northern Ireland Social Care Council on the social work part of the register;  
**OR**  
Have Current Registration with one of the Social Care Regulatory Bodies in England, Scotland or Wales and is eligible to register with NISCC. In these circumstances applicants must be able to demonstrate at interview they will be in a position to register with NISCC should they be offered a Post with the Trust by providing evidence of their current Registration. Before taking up appointment applicants must have secured Registration with NISCC on the Social Work Part of the Register.
3. UK driving licence and access to a car. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.

### **DESIRABLE CRITERIA:**

1. Ability to communicate effectively in speech and writing.
2. The ability to work in partnership with staff within and outside the programme of care.
3. Experience in the use of Microsoft office products including at least one of the core packages i.e. Outlook (Email) Word, Excel, Powerpoint or MS Access.
4. Effective Planning & Organisational skills with an ability to prioritise own workload.
5. Effective Communications skills to meet the needs of the post in full.
6. Ability to identify solutions to problems and implement them effectively.
7. Demonstrate a commitment to the provision of high quality and safe services with an ability to drive a culture of continuous improvement including a capacity and commitment to contribute to the learning and development of staff, colleagues and students.

## VALUE BASED RECRUITMENT

\* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.

### Belfast HSC Trust Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role.



#### **RESPECT & DIGNITY**

- Being respectful to others
- Showing compassion to those who need our care
- Acting fairly and even-handed
- Acknowledging the good work of others
- Supporting others to achieve positive results



#### **OPENNESS & TRUST**

- Communicating openly and consistently
- Listening to the opinions of others and acting sensitively
- Being trustworthy & genuine
- Ensuring that appropriate information is shared honestly



#### **ACCOUNTABILITY**

- Taking responsibility for your own decisions and actions
- Openly admitting your mistakes and learning from them
- Using all available resources appropriately
- Challenging failures and poor practice courageously



#### **LEADING EDGE**

- Actively seeking out innovative practice
- Participate in new approaches & service development opportunities
- Share best practice with others
- Promote the Trust as a centre of excellence



#### **MAXIMISING LEARNING & DEVELOPMENT**

- Act as a role model for the development of others
- Continuing to challenge my own practice
- Fulfil my own statutory mandatory training requirements

- Actively support the development of others

## **JOB DESCRIPTION**

<b>POST:</b>	Social Worker
<b>LOCATION:</b>	Muckamore Abbey Hospital Social Work Team
<b>BAND:</b>	5/6
<b>REPORTS TO:</b>	Team Leader
<b>RESPONSIBLE TO:</b>	Service Manager through Operations Manager

### **Job Summary / Main Purpose**

To provide a social work service within a multi-disciplinary team to people with a learning disability, and their carers.

Whilst it is envisaged that this job will normally require 9-5, Monday to Friday, working hours, future service development may require working extended hours and being on-call as part of a 7 day a week service. The post holder may therefore be required to work shift patterns in line with Trust policy, European Working Time Directive, and Agenda for Change terms and conditions for on-call and shift work.

### **Main Duties / Responsibilities**

1. Duties allocated by the team leader in relation to the provision and development of social work services to those with a learning disability.
2. The provision of a direct professional social work service to individual clients and their carers.
3. Compliance with all statutory responsibilities.
4. Liaison with social services colleagues in community/ residential /supported living and day support services within the service area.
5. Liaison with multi-disciplinary colleagues as required to assist in the assessment and on-going care of clients.
6. Liaison with external agencies as required.

7. Recording and report writing as required and in accordance with agency standards.
8. Participation in staff development opportunities offered through supervision and specialist courses as required.
9. A commitment to developing professional practice and to make a contribution to innovative approaches as required.
10. Promote equality of opportunity and good relations as outlined in the Trust's Equality Scheme.
11. To be aware of the human rights legislation in relation to the requirements of this post.
12. Act as an Investigating Officer under adult safeguarding procedures
13. Carry out pre-interview assessments under joint protocol procedures
14. Act as an Achieving Best Evidence officer, as required
15. Participate in the care management process, as required
16. Practising ASW and participate in the daytime ASW trustwide rota or if not trained to be willing to undergo the ASW training programme within 2 years of being appointed and to then participate in the rota

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

## **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

**For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR**

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

## **Values**

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- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

## **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

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## PERSONNEL SPECIFICATION

**JOB TITLE AND BAND:** Social Worker – Band 5/6

**DEPT / DIRECTORATE:** Adult Social & Primary Care

### Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

### ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
<b>Experience Qualifications Registration</b>	<p>Paid experience in a social work fieldwork setting.</p> <p>Professional social work qualifications, CQSW, CSS, Dip in SW.</p> <p>Current NISCC registration or evidence of application.</p>	Shortlisting by Application Form
<b>Other (e.g. Driving etc.)</b>	Hold a current UK Driving Licence and have access to a car. <i>Where disability prohibits</i>	Shortlisting by Application Form

	<i>driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements'</i>	
<b>Knowledge, Skills, Abilities</b>	Ability to be articulate in speech  Knowledge of legislation relevant to Learning disability	Interview

## DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

<b>Factor</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Experience Qualifications Registration</b>	Experience of working with adults with a learning disability in an employed or voluntary capacity	Shortlisting by Application Form

### NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

## **JOB DESCRIPTION**

<b>POST:</b>	Social Worker – Community Mental Health Team for Older People
<b>LOCATION:</b>	Belfast Wide Service based at Community Mental Health Team for Older People Graham House, Knockbracken Healthcare Park
<b>BAND:</b>	6
<b>REPORTS TO:</b>	Senior Social Worker
<b>RESPONSIBLE TO:</b>	Assistant Service Manager Mental Health Services Older people

### **Job Summary / Main Purpose:**

The post holder is expected to work within the value base and principles of the mental health strategy for older people and support the implementation of strategic developments as they emerge. The post holder will be responsible for delivering a range of effective individual and group interventions and supports to clients with dementia/functional mental illness and their carers.

### **Main Duties / Responsibilities**

- Work as a member of the Multi-disciplinary Team and to contribute to its overall performance and common aims, recognising and respecting the roles and responsibilities of other team members.
- Manage a defined caseload and the associated workload in the specialty of Old Age Psychiatry.
- Participate in caseload supervision and workload management with the Team Leader/ Social Work Lead.
- Undertake assessment of individual's health and social needs developing a comprehensive care plan to meet their needs and support needs of their carer and identify unmet need where appropriate
- Liaise with multi-disciplinary team colleagues, to assist in the assessment and on-going care of clients
- Will provide direct professional social work service to individual clients and their families, undertaking Carers' Assessments as appropriate
- Take an active part in the prevention of mental ill health

- Will provide guidance and support to other staff and ensure that Professional and Trust standards are adhered to
- Acts always in accordance with the Code of Professional and Trust Standards are adhered to
- Liaise with colleagues in residential and day care facilities within the programme of care
- Liaise with other professionals/Trusts in providing packages of care, including Direct Payments
- Participate in staff development opportunities offered through supervision and specialist courses as required
- Show a commitment to developing professional practice and to making a contribution to innovative approaches as required
- Prepare written reports for both internal and external use in a variety of other agencies including court reports
- Have knowledge of the statutory responsibilities of social workers in this field, in particular the Mental Health Order (1986), adult safeguarding responsibilities and the Children Order
- Able and willing to undertake ASW training and thereafter be involved in the day rota if required
- Participate in Standard Setting and ensure high standards are maintained through the audit process
- Maintain accurate written records, reports and statistical data, including the Trust's Information Systems and undertake administrative tasks as required
- Promote equality of opportunity and good relations as outlines in the Trust's Equality Scheme
- Be aware of the Human Rights Legislation in relation to the requirements of this post

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
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This includes-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

### **Values**

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the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

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## PERSONNEL SPECIFICATION

**JOB TITLE / BAND** Social Worker / Band 6

**DEPT / DIRECTORATE** Community Mental Health Team for Older People / Adult Social & Primary Care Services

### Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

### ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
<b>Experience Qualifications Registration</b>	<ul style="list-style-type: none"> <li>• Evidence of post graduate education or be willing to undertake specialist training in the field of dementia/ Psychiatry of Old Age</li> <li>• A professional social work qualification and registered on the appropriate part of the NISCC register without condition</li> </ul>	Shortlisting by Application Form
<b>Other (e.g. Driving etc.)</b>	<p>Current driving licence valid in UK and access to a car</p> <p><i>'Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements'</i></p>	Shortlisting by Application Form
<b>Knowledge Skills Abilities</b>	<p>Excellent inter personal skills</p> <p>Organisational skills</p> <p>Ability to work unsupervised</p>	Interview

	Report writing skills Knowledge of the statutory functions and responsibilities of a social worker working within mental health	
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**NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available, an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful, you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority