

JOB DESCRIPTION

Programme Name	Dayspring RTC
Section	Clinical
Reports to	Assistant Director, Clinical

Job Title	Social Worker
Job Category	Executive
Function	Social Worker

GENERAL SUMMARY

Responsible for providing trauma-informed case management to female adolescents and their families as a Social Worker. With an aim to help each resident complete their treatment goals, the Social worker ensures that treatment for the residents focuses on emotion and behaviour regulation, value inculcation, improving life skills and social functionality, and working through the trauma of abuse. Works with the family, school, community partners and other stakeholders to ensure safe reintegration of the resident back to the community.

DUTIES AND RESPONSIBILITIES

Casework

Provide therapy and case management for a maximum of 6 residents at a time with the following responsibilities:

1. Engagement and assessment
 - a. Carry out admission procedures for the residents admitted to DRTC, which includes handling intake interviews and liaising with stakeholders working with the residents prior to admission
 - b. Engage the residents and their caregivers for need and risk assessment
 - c. Conduct a periodic assessment of residents' and caregivers' progress
2. Case review and documentation
 - a. Apply approved therapeutic modality (i.e., Trauma System Therapy) and other relevant theories, models, framework and principles in case management. Develop, implement, and review Individual Care Plans (ICP).
 - b. Represent the residents and DRTC professionally in various platforms such as Court Hearings, MSF Reviews, school conferences, etc with the support of clinical supervisor.

- c. Attend case reviews with internal or external stakeholders to ensure holistic care for the residents, and to facilitate decision-making on treatment plans for the residents
 - d. Document and maintain case files and prepare reports according to required documentation standard (e.g., Case notes, assessment reports, therapy-related forms, review reports, court reports etc.). Ensure the licensing audit requirements are met in the case management domain as advised by Head of Home.
 - e. Provide regular updates and management of resident's data on the online MSF ECRM system including application of the Medical Exemption Fee card (MFEC) for residents
 - f. Provide timely reports on case progress to the clinical supervisor and bring up cases for supervision accordingly. To undergo supervision monthly.
3. Goal setting and intervention plan
- a. Work with the residents and their caregivers to set goals and develop ICP to address concerns and achieve therapeutic goals.
 - b. Provide counselling and case management to the residents and their caregiver(s).
 - c. Plan, implement and provide supplementary interventions relevant to the resident's overall treatment plan (e.g., refer to external therapist to address concerns)
 - d. Build strong network and collaboration with community partners and stakeholders (e.g., MSF, School, other social service agencies, Police, medical professionals, and social support network) to provide coordinated care for the residents and their families.
 - e. Facilitate access to those resources for support the case plan or community reintegration plan for the residents and their families.

Group work

1. Plan, implement and monitor, evaluate and modify psycho-educational and therapeutic clinical groups to address the issues of residents (e.g., building emotional regulations skills / life skills and trauma psychoeducation) under supervision

Residential work

1. Take on the Champion role in charge of the training and implementation for clinical Residential Management Support (RMS) tools (e.g., Consumer orientation, Regulate My Brain)
2. Provide training and boosters to direct care staff as instructed by supervisors.

Others duties

1. Attend HCSA, Clinical and staff meetings
2. Participate in relevant Communities of Practice (COP) to further develop and share skills and knowledge with members of other communities of practice
3. Participate in special projects/programmes and committees in HCSA
4. Support in conducting research for DRTC / HCSA as necessary
5. Perform additional duties as required by the nature of the position or as requested by Supervisor and/or Head of Home.

WORKING CONDITIONS

Normal working hours with 9.5 hours from Monday-Thursday and 9 hours on Friday (inclusive of 1-hour lunch breaks); rendering 42 hours a week. Flexibility is expected to work on weekends and public holidays when necessary.

QUALIFICATIONS

Education And Experience

1. Bachelor / Master of Social Work or other recognised Social Work Qualifications from Singapore Association of Social Workers (SASW).
2. Preferably at least 2 years' relevant experience in VWO/NPO/Social sector with direct experience in working with vulnerable children and youths and their families.

On-job training will be provided. Trainings included:

1. Knowledge and understanding of children/young persons with high level of needs
2. Understanding of trauma, attachment and resilience theory, and child and adolescent development
3. Possess professional documentation and charting skills
4. Have experience working with youth-at-risk
5. Trained in approved therapeutic modality (i.e., Trauma System Therapy)
6. Trained in working with abuse and emotional dysregulation
7. Trained in CANS, YSL, and SDM-PSF

Other Requirements

1. Maintain a certification in Child and Adolescent Needs and Strengths (CANS)
2. Maintain a certification in CPR and First Aid
3. Maintain a certification in CPI Safety Interventions - Foundation and Advanced & Emergency

Characteristics

1. Good physical and mental health
2. Suitable emotional attributes and resilience
3. Positive attitude to life and work
4. Commitment, integrity, and discretion
5. Clear, consistent, and firm boundaries
6. Good leadership and collaboration skills
7. Good communication and interpersonal skills
8. Passionate about seeing the clients and their families succeed

9. Able to think clinically, plan and execute individual clinical treatment plans for the residents and families
10. Have a high tolerance for learning new things and working in a fast-paced environment.
11. Team player, have integrity and be able to work in a team
12. Adaptable in working in a residential setting

COMPETENCIES

Technical Skills Competencies TSC

	TSC Name	TSC Description	TSC Proficiency Description
1	Case and Care Planning	Use different models and approaches for developing case and care plans to support clients' needs in accordance to organisational practices	<p><Level 3> Develop case and care plans to support clients' needs</p> <p><Level 4> Lead development of case and care plans</p>
2	Casework Evaluation	Evaluate effectiveness and efficiency of casework interventions	<p><Level 3> Implement appropriate evaluation frameworks for casework outcomes, processes, and levels of risk</p> <p><Level 4> Adapt evaluation frameworks to evaluate casework outcomes, processes, and levels of risk</p>
3	Casework Intervention	Provide systematic approaches to casework interventions	<p><Level 3> Implement appropriate casework interventions</p> <p><Level 4> Facilitate appropriate casework intervention approaches</p>
4	Child Functional Needs Assessment	Assess the child's functional needs for appropriate intervention	<p><Level 3> Assess the functional needs of the child, integrating different transdisciplinary perspectives into the assessment</p>
5	Family and Caregiver Engagement	Recognise the central role of the family in every child's life and develop strategies for family engagement, nurturing trust and	<p><Level 3> Engage families and caregivers in complementing the centre's collaborative programmes and</p>

		rapport and building capabilities in them to co-deliver interventions	activities and guide them in decision making for the child <Level 4> Develop partnerships with families and caregivers
6	Psychological Intervention	Implement psychological therapy or other interventions appropriate to the presenting problems and the psychological, biological and social circumstances	<Level 2> Deliver structured evidence-based interventions under supervision by following clinical treatment protocols and processes <Level 3> Deliver evidence-based psychological interventions according to intervention plans under supervision
7	Report Writing	Integrate, organise and document the essential facts and observations of a case in a manner that is clear, coherent and in the best interest of the client	<Level 3> Prepare documentations and reports for routine cases in a multidisciplinary setting, ensuring accurate and coherent records
8	Social Service Programme Development	Develop social service programmes using intervention concepts and frameworks that serve the needs of the clients and community	<Level 3> Develop and plan social service programmes
9	Social Service Programme Evaluation	Evaluate the effectiveness of social service programmes in meeting the needs of the clients and community	<Level 1> Collect and document programme feedback and relevant data to support programme evaluation <Level 2> Identify gaps and areas of improvements in social service programmes
10	Social Service Programme Implementation	Implement effective social service programmes that serve the needs of the clients and community	<Level 1> Support the implementation of social service programmes <Level 2> Implement assigned social service programmes
11	Emergency Response and Crisis Management	Develop and implement emergency response and crisis management plans and policies, provide guidance on policies, plan development	<Level 3> Execute responsibilities as prescribed in emergency response and crisis management plans and

			work with external and internal stakeholders to conduct periodic reviews and ensure emergency preparedness <Level 4> Supervise the implementation of emergency response and crisis management plans
12	Resilience and Self-care	Understand the actions and activities that will enhance overall health and well-being to enable continued practice as a professional in the sector	<Level 3> Develop and improve on one's self-care plans and manage one's stress <Level 4> Provide support to staff in managing their stress and emotions

Critical Core Skills CCS

	CCS Name	CCS Description	CCS Proficiency Description
1	Problem Solving	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	<Intermediate> Determine underlying causes of problems and collaborate with other stakeholders to implement and evaluate solutions
2	Decision Making	Choose a course of action from several alternatives developed through a structured process in order to achieve intended goals	<Intermediate> Implement structured decision-making processes and analyse multiple sources of information to propose solutions
3	Customer Orientation	Identify the needs of customers, both internal and external, to deliver an effective customer experience	<Intermediate> Build relationships with customers to anticipate needs and solicit feedback to improve the customer experience
4	Collaboration	Manage relationships and work collaboratively and effectively with others to achieve goals	<Intermediate> Build relationships and work effectively with internal and external stakeholders to create synergies in working towards shared goals
5	Communication	Convey and exchange thoughts, ideas and information effectively through various mediums and approaches	<Intermediate> Tailor communication approaches to audience needs and determine suitable methods to convey and exchange information

6	Self-Management	Take ownership of managing one's personal effectiveness, personal brand, and holistic physical, mental, emotional, and social well-being	<Intermediate> Analyse own well-being and personal effectiveness to develop strategies to regulate self and build personal brand
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