

**Health & Social Care Assistant**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Health & Social Care Assistant**  *(Grade code 6019)* |
| **Campaign Reference** | **25KROH0807** |
| **Closing Date** | **28.07.2025 at 2pm**  *Applications after this date and time will not be accepted* |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Kilcreene Regional Orthopaedic Hospital Kilkenny** *incorporating University Hospital Waterford*  A panel may be formed as a result of this campaign for Kilcreene Regional Orthopaedic Hospital, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Claire Maidment  Occupational Therapist Manager  [Claire.Maidment@hse.ie](mailto:Claire.Maidment@hse.ie)  051 842611  Eileen Long  Physiotherapist Manager  [EileenP,Long@hse.ie](mailto:Emma.mcgrane@hse.ie)  051 848858/0874467791 |
| **Details of Service** | Kilcreene Regional Orthopaedic Hospital (KROH) specialises in orthopaedics. It is a regional hospital providing care to the population of the South-Eastern counties of Wexford, Waterford, Carlow, Kilkenny and South Tipperary.  KROH is under the governance of University Hospital Waterford (UHW)  It has historically been an elective orthopaedic hospital with orthopaedic consultants from UHW doing elective surgery there.  Funding has been provided to provide an 18 bed orthopaedic step-down & rehabilitation service in St Patrick’s ward in KROH. The therapy service will be provided by a Senior Occupational Therapist, Senior physiotherapist and a Therapy assistant. |
| **Reporting Relationship** | Your professional reporting relationship for clinical governance and clinical supervision will be to the Occupational Therapist Manager or Physiotherapist Manager and / or supervising Occupational Therapist / Physiotherapist through the professional line management structure. |
| **Key Working Relationships** | The Assistant’s role will be to work under the direction and guidance of the Manager or supervising therapist to support the provision of high quality patient-centred therapy services and to manage administrative duties, maintain hygiene and health and safety policies as appropriate |
| **Purpose of the Post** | To support the therapists in the provision of a rehabilitation service to patients & clients in St Patrick’s ward in Kilcreene Regional Orthopaedic Hospital.  The Therapy Assistant is assigned by a member of the therapy team to perform skilled and unskilled tasks as selected by the therapist, in specific situations, and where the therapist remains the person ultimately responsible for these tasks. The post is 50:50 Occupational Therapy and Physiotherapy. |
| **Principal Duties and Responsibilities** | *The Therapy Assistant will:*  Be assigned to physiotherapy duties & occupational therapy duties 50:50  **Clinical**   * Manage own caseload in accordance with the needs of the post. * Work directly with clients under the direction of the Occupational Therapist / Physiotherapist to provide intervention in both individual and group settings. * Collaborate with service users, family, carers, and other staff in treatment / intervention planning and in the provision of support and advice. * Follow treatment plans as determined and delegated by the Occupational Therapist / Physiotherapist including assisting in the provision of education and advice to clients on the use of enabling equipment. * Prepare resources for assessment / intervention, including clinic appointments and group classes * Carry out duties related to the planning, organisation and maintenance of the Occupational Therapy / Physiotherapy programs and department as directed by the Senior Therapists * Carry out generic programs and groups for service users to the specifications agreed with the Occupational Therapist / Physiotherapist, either jointly with the therapist, independently and unaccompanied * Prepare the environment for group or 1:1 interventions, according to patient’s need and therapeutic goals, as directed. * Arrange and carry out duties in a timely manner within settings appropriate to service user needs and in line with local policy / guidelines. * Communicate verbally and / or in writing results of treatment / intervention programs and recommendations to the team and relevant others in accordance with service policy. * Observe, report and take appropriate action on any matter which may be detrimental to service user’s care or wellbeing or may inhibit the efficient provision of care. * Maintain professional standards in relation to consent, confidentiality, ethics and legislation.   **Clinical Responsibilities – Occupational Therapy Assistant:**   * To assist the Occupational Therapist in their assessment of clients’ functional performance in activities of daily living and to assist the implementation of Occupational Therapy treatment programmes, as directed by the Occupational Therapist. * To assist the Occupational Therapist in the fitting and provision of appliances and equipment prescribed by the Occupational Therapist * To carry out one to one interventions under the direction of the Occupational Therapist * To organise and supervise therapeutic activities, with individual clients/groups as directed by the Occupational Therapist * To use knowledge and training in the safe use of occupational therapy equipment during therapeutic interventions as directed by the Occupational Therapist * To use therapeutic rapport to facilitate client engagement in the Occupational Therapy process, to motivate and to encourage * To feedback information in both verbal and written formats to departmental standards for OT assistants * To prepare the environment for both group and individual treatment sessions * To provide standardised, follow up education to patients regarding safe use of any equipment provided and to escalate any concerns to the treating Occupational Therapist   **Clinical Responsibilities – Physiotherapy Assistant:**   * To assist the physiotherapist in the assessment of clients and the implementation of treatment interventions as directed by the physiotherapist. * To carry out one to one interventions under the direction of the physiotherapist * To prepare the client and the environment for treatment as directed by the physiotherapist. * To organise and supervise therapeutic activities, with individual clients/groups as directed by the physiotherapist. * To use knowledge and training in the safe use of physiotherapy equipment during therapeutic interventions as directed by the physiotherapist * To use knowledge and understanding of a clients’ needs to involve and motivate the client in the therapeutic process. * Assist the physiotherapists in the provision of appliances and equipment prescribed by the physiotherapist   **Care of facilities and equipment:**   * Maintaining tidiness and cleanliness in the therapy treatment areas * To be involved in the preparation and cleaning of equipment and materials. * Where necessary, complete laundry duties and changing of linen. * To bring equipment to and from treatment areas as required by the therapists * To maintain tidiness and cleanliness in the equipment storage areas   **Administrative**   * Carry out the administrative and clerical duties required to support the Therapy staff * Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the therapists. * Comply with department procedures with regard to the recommendation and provision of all assistive equipment / custom made devices. * Keep up-to-date statistics and other administrative records as required for the multidisciplinary team; Occupational Therapy and / or Physiotherapy Manager * As part of the multidisciplinary team contribute to service planning and development. * Engage in IT developments as they apply to service user and service administration.   **Education and Training**   * Attend induction and mandatory in-service education relevant to the role. * Participate in the induction of new staff as directed. * Participate in appraisal and the development of a personal development plan in conjunction with the line manager. * Participate in team-based development, education, training and learning.   **Health & Safety**   * Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner. * Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms. * Do not undertake any duty related to service user case for which he/she is not trained. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Statutory Registration, Professional Qualifications, Experience** 2. Eligible applicants will on the closing date for the competition have the following:      1. Possess a relevant \* health skills QQI Level 5 qualification (formerly FETAC) having achieved the associated Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice at Level 5 on the National Framework of Qualifications (NFQ)   **Or**  Possess a relevant healthcare qualification at not less than QQI Level 5 on the   1. National Framework of Qualifications (NFQ) and give an undertaking to successfully complete an approved programme leading to QQI Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice at Level 5 on the National Framework of Qualifications (NFQ) within one year of taking up the post   **Or**   1. Be currently employed as a Physiotherapy Assistant, Healthcare Assistant, Care Assistant, Multi-task Assistant or comparable role for at least one year and give an undertaking to acquire an appropriate healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) major award, having achieved the associated Level 5 minor awards in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice at Level 5 on the National Framework of Qualifications (NFQ)   within one year of taking up the post  **Or**   1. Have completed the relevant QQI Level 5 minor awards in in Physiotherapy Assistant Theory and Physiotherapy Assistant Practice or Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice or Speech and Language Assistant Theory and Speech and Language Assistant Practice and give commitment to successfully complete a QQI level 5 major award within one year of taking up the post.   **Or**   1. An equivalent award from another jurisdiction     **And**  (b) Candidates 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 office  **2. Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **3. Character**  Each candidate for and any person holding the office must be of good character. |
|  | With regard to Criterion (i), the listing below has been identified as what is considered relevant QQI (formerly FETAC) Level 5\* qualifications.   * QQI Level 5 Healthcare Support * QQI Level 5 Nursing Studies * QQI Level 5 Community Care * QQI Level 5 Health Service Skills * QQI Level 5 Community Health Services   \*(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.)  With regard to Criterion (ii), a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules/placements typically but not limited to qualifications in: Social Care Work, Nursing , Therapy Professions etc |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience as relevant to the role. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | *Candidates must demonstrate:*  **Professional Knowledge**   * Demonstrates a good understanding of the role of an Occupational Therapist Physiotherapist and role of Therapy Assistant. * Demonstrates an ability to understand and comply with health and safety requirements in work situations. * Demonstrates commitment to continuing professional development. * Demonstrates a willingness to engage with and develop Information Technology skills relevant to the role. * Excellent computer skills including Word, Excel, PowerPoint, and the internet. * An awareness of scope of their role; knowing when to ask for help / for an MDT member to intervene.   **Planning and Organising Skills**   * The ability to plan and organise effectively. * Demonstrates good time management skills in carrying out both administrative and clinical duties, including the ability to prioritise effectively and manage competing demands. * Demonstrates the ability to take initiative and to be appropriately self-directed.   **Commitment to Providing a Quality Service**   * Demonstrates a commitment to the delivery of a high quality, person centred service. * Treats all service users with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. * Demonstrates the ability to respect and maintain confidentially. * Demonstrates an interest in contributing to alternative methods/new ways of working to improve service user care. * Demonstrates flexibility and an openness to change, has a positive attitude towards change.   **Team Skills**   * The ability to build and maintain relationships including the ability to work effectively as part of a multidisciplinary team. * The ability to maintain professionalism and manage situations where conflict arises   **Communication & Interpersonal skills**   * Excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.(written and verbal) * Tailors the communication method and the message to match the needs of the audience. * Acts with professionalism and demonstrates empathy with others in undignified / stressful situations, retains composure. * Demonstrates understanding and appropriate responses to service users with varying degrees of need. * Demonstrates the ability to communicate effectively with a wide range of people, particularly in listening, giving explanations / directions and in reporting back on observations.   **Problem Solving & Decision Making**   * Initiative, flexibility and problem solving skills especially with regard to working in the changing environment * Recognises and interprets an unsafe situation and takes appropriate action. * Demonstrates * Knows when to ask for help / when to ask another team member to intervene |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | CPL will run this campaign on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Health & Social Care Assistant**

**Terms and Conditions of Employment**

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| **Tenure** | The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **(01/03/2025):**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | €35,434, | €36,883, | €38,410 | €38,816 | €39,813 | €40,675 | €41,917 | €43,204 | €44,539 |   New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 39 hours per week. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |