**Professionally Qualified Social Worker**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Professionally Qualified Social Worker  (Grade Code: 3017) |
| **Remuneration** | The salary scale for the post is: 01/08/2025  €50,120 €53,436 €55,211 €57,810 €60,433 €63,071 €65,707 €68,342 €70,980 **€72,356 LSI**  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. |
| **Campaign Reference** | NFMHSPQSW1 |
| **Closing Date** | Monday 6th October 2025 @ 12:00 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Forensic Mental Health Service (NFMHS)**  There is currently one permanent whole-time vacancy available in the National Forensic Mental Health Service.  A panel may be formed as a result of this campaign for Professionally Qualified Social Worker from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role, for further information please contact:  **Name:** Anne-Marie Hannigan, Head of Social Work  **Email:** [Annemarie.hannigan1@hse.ie](mailto:Annemarie.hannigan1@hse.ie)  **Tel:** 086 0206349 |
| **Details of Service** | **National Forensic Mental Health Service (NFMHS)**  The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE.  The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the development of additional Forensic Mental Health Services.  The campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).  <https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | The post holders reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure. |
| **Purpose of the Post** | The purpose of the post is to provide a social work service within a multidisciplinary context and in doing so providing a person centred service to individuals and families in contact with the NFMHS. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  The Professionally Qualified Social Worker will:   * Provide a holistic social assessment and intervention to individuals, families and groups. * Identify service users’ individual and collective needs in partnership with them and co-create early interventions and/or social action strategies to meet those needs. * Manage and prioritise a caseload appropriate to the post. * Contribute to the risk assessment of individuals under their care and translate this into achievable goads for the individual care plan. * Provide supportive counselling, emotional and practical support, and information to service users and their families. * Adopt a holistic approach aimed at enhancing the quality of life, health and social well-being of all persons within the designated service area. * 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. * Plan, deliver and engage in systemic interventions as appropriate with individuals, families, groups, organisations and communities. * Participate and take leadership in community needs assessment and ongoing community involvement including initiating and participating in prevention and health promotion activities. * Deliver social work service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the service user. * 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. * Monitor and evaluate outcomes of person centred care plans for individual service users. * Actively participate as a member of the relevant team/ service in team building and change management initiatives. * Attend case conferences, meetings and other relevant fora as required. * Attend court, tribunals etc. as required. * Work within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the employer. * Incorporate Social Work values and ethical principles in planning, developing, implementing and reviewing interventions. * Implement models of best practice / evidence based practice. * Work within a key worker / case worker system, providing a co-ordinating role for case management where appropriate. * Take direction from his / her line manager. * Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy. * Engage in reflective practice. * Deputise for the Social Work Team Leader or Senior Social Worker as agreed / appropriate. * Promote a culture that values diversity and respect in the workplace. * Keep the Senior Social Worker fully informed and up-to-date on all significant matters.   **Education & Training**  The Professionally Qualified Social Worker will:   * Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. * Engage in career and Performance Achievement Planning collaboration with the Social Work Team Leader / Senior Social Worker / Principal Social Worker. * Keep up to date with advances in Social Work research, and ongoing review and evaluation of literature relevant to the assigned area. * Keep abreast of developments in national policies and strategies and international best practice. * Keep up to date with organisational developments within the Irish Health Service. * Act as a resource by participating in the induction, education and training of Social Work colleagues, other health professionals and service user groups as required. * Participate in the practice education of student Social Workers. * Support and train other staff in accordance with professional standards as appropriate. * Foster an understanding of the role and contribution of social work by providing professional consultation and education to other members of the service.   **Health & Safety**  The Professionally Qualified Social Worker will:   * Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report.   **Administrative**  The Professionally Qualified Social Worker will:   * Maintain a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act. * Maintain accurate up to date records and files, and submit activity data as required. * Write accurate, clear, concise and purposeful reports. * Ensure the maintenance of service user and data confidentiality. * Contribute to policy development, performance monitoring and budgetary control of service in conjunction with the Senior Social Worker / Social Work Team Leader/ Principal Social Worker. * Collaborate with the Senior Social Worker / Social Work Team Leader / Principal Social Worker or designate in developing the role of the Social Worker and the service e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research. * Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT. * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020   **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 for receipt of application:**     1. Be registered, or be eligible for registration, on the Social Workers Register maintained by the Social Workers Registration Board at CORU.   **And**   1. 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  **And**   1. Provide proof of Statutory Registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU **before a contract of employment can be issued.** 2. Annual Registration 3. On appointment practitioners must maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.   **And**   1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)   **Health**  Candidates 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.  **Character**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate experience of working with people with severe and enduring mental illness and/or people who have come into contact with the criminal justice system, including experience of the assessment, treatment and management of their care in a secure setting, with a particular emphasis on, but not limited to:   * Risk Assessments & Care Planning * Managing Challenging Behaviours * Delivery of therapeutic programmes for people suffering with mental illness * Liaison and engagement with local mental health and other services |
| **Other requirements specific to the post** | * Access to appropriate transportation to fulfil the requirements of the role as post will involve travel. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience:**   * Demonstrates sufficient professional knowledge to carry out the duties and responsibilities of the role, especially a knowledge of mental health and mental illness. * Demonstrates experience of applying evidence based practice. * Demonstrates an ability to apply knowledge to best practice. * Demonstrates knowledge and understanding of the application of relevant risk assessment tools, techniques and resources * Demonstrates an ability to apply knowledge to best practice. * Demonstrates ability to utilise supervision effectively. * Demonstrates a willingness to engage with ICT and develop ICT skills relevant to the role. * Demonstrates commitment to continuing professional development * Demonstrate depth and breadth of social work experience as relevant to the role. * Demonstrate the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care. * Demonstrate the ability to manage self in a busy working environment including the ability to prioritise caseloads. * Demonstrate a commitment to assuring high standards and strive for a user centred service. * Demonstrate initiative and innovation in identifying areas for service improvement. * Display awareness and appreciation of the service user as expert through experience including promoting the involvement of the service user in safeguarding planning, decision-making and service development. * Demonstrate knowledge of legislation and best practice guidelines relevant to social work practice issues and a clinical caseload   **Planning & Managing Resources:**   * Demonstrates the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care. * Demonstrates an ability to handle a varied caseload in a flexible and responsive manner and to effectively handle multiple tasks. * Foresees potential problems or competing priorities and takes appropriate action to ensure service standards do not suffer / deadlines are met. * Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service. * The ability to manage self in a busy working environment including the ability to prioritise caseloads. * Good organisational skills in managing workload * Good time management skills in maximising the use of their time * Devotes energy and time to the most important task at any given time * Professional knowledge and evidence based practice when planning and organising   **Team Skills**   * Demonstrates an ability to work on own initiative as well as part of a multidisciplinary team. * Demonstrates a willingness to get involved and assist others as appropriate. * Reacts constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises. * Empathises with others and seeks to understand their frustrations. * Effective team skills. * Makes time to get to know other team members individually * The ability to both give direction / feedback, and take direction / feedback, from others * Leadership potential * An ability to facilitate and manage individuals/ groups through the learning process * Is committed to managing own work/ life balance   **Evaluating Information, Problem Solving & Decision Making:**   * Demonstrate excellent analytical, problem solving and decision-making skills. * The ability to quickly grasp and understand complex issues and the impact on service delivery. * The ability to confidently explain the rationale behind decision when faced with opposition. * Ability to make sound decisions with a well-reasoned rationale and to stand by these. * Initiative in the resolution of complex issues.   **Team Working:**   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability and openness to working effectively in a changing environment. * An ability to support, develop and empower people in a challenging environment and within existing resources. * The ability to be empathetic to others with different experiences and present the views of others fairly, accurately and objectively as required.   **Commitment to Providing a Quality Service**   * Demonstrates a commitment to the delivery of a high quality, person centred service. * Demonstrates initiative and innovation in identifying areas for service improvement. * Demonstrates an ability to be flexible and embrace change in order to enhance service delivery and improve service user care. * Displays an awareness and appreciation of the service user as expert through experience including promoting the involvement of the service user in care planning, decision-making and service development. * The ability to empathise with and treat others with dignity and respect. * Commitment to providing quality results * An ability to motivate oneself and others in order to facilitate change and improve service delivery * Ability to advocate effectively * Ensures that welfare of the service user is a key consideration at all times * Takes immediate action and informs superiors when problems arise or standards slip * Ensures that all records and technical data are up to date and available if required * A willingness/ aptitude to develop IT skills relevant to the role * Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility   **Evaluating Information and Judging Situations**   * Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care. * Demonstrates the ability to think ahead to the consequences of decisions and considers precedence to ensure consistency. * Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. * Recognises when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision. * Flexibility and openness to change * Gathers information from enough sources and other people to make well-founded decisions * Takes information on board quickly and accurately * The ability to engage with patients and carry out comprehensive family assessments * The ability to make recommendations in the context of planning services to meet needs and manage risks * Pays attention to detail, ensuring that records are accurate and up-to-date * Communicates decisions comprehensively * Show awareness of the social work role in addressing and challenging anti-discriminatory practice.   **Communication & Interpersonal Skills:**   * Displays effective communication skills (verbal & written). * Tailors the communication method and the message to match the needs of the audience. * Demonstrates effective interpersonal skills. Is sensitive to issues arising from multiple stakeholders, is patient and understanding. * Display effective interpersonal and communication (verbal and written) skills. * Demonstrates the ability to empathise with and treat others with dignity and respect. * Anticipates and recognises the emotional reactions of others when delivering sensitive messages. * Demonstrates good negotiation skills, is assertive as required. * A broad vocabulary, particularly in the use of clinical terms * Actively communicates with the wider team * The ability to maintain confidentiality |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <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. | |

**Social Worker Professionally Qualified**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and **whole-time.**  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. 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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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. |
|  | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:  • Developing a SSSS for the department/service , as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.  • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.  • Consulting and communicating with staff and safety representatives on OSH matters.  • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.  • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures .  • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.  • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.  Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS |