**NFMHSSWL1 Social Worker, Senior Medical**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Social Worker, Senior Medical**  *(Grade Code 3019)* |
| **Remuneration** | The salary scale for the post is: 01/08/2025  €70,980 €73,003 €75,030 €77,053 €79,077 €81,099 €81,874  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** | **NFMHSSWL1** |
| **Closing Date** | Monday 13th 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 (NFMHS) Limerick Prison – In Reach Team.  A panel may be formed as a result of this campaign 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 Social Worker, Senior Medical will:   * Be responsible for the management of the day-to-day provision of the social work service in conjunction with the Principal Social Worker. * Take direct responsibility for a defined caseload as required / directed by the Principal Social Worker, in particular cases that require a high level of experience and expertise. * Provide an initial assessment service to service users presenting with signs or symptoms of major mental illness and to develop referral procedures with other social work networked services. * Ensure the implementation of models of best practice / evidence based practice. * Ensure the delivery of social work services in accordance with legislation, policies and procedures, guidelines and protocols. * Ensure the delivery of social work services in an integrated and multidisciplinary manner with a range of statutory and voluntary groups and organisations. * Ensure the promotion of the social model of care and recognition of the social determinants of health and well-being. * Ensure anti-discriminatory practice and cultural competence, at individual and service levels. * Provide an appropriate level of supervision for staff consistent with good practice and the local/ national Supervision Policy. * Promote a culture that values diversity and respect in the workplace. * Participate in working groups / committees as requested by the Principal Social Worker. * Chair, attend and manage a range of meetings including as required. * Attend court, tribunals etc. as and when required. * Seek the advice of relevant personnel when appropriate / as required. * Take direction from the Principal Social Worker. * Take an active role in professional clinical supervision and engage in reflective practice in accordance with CORU requirements and the local / national Supervision Policy. * Keep the Principal Social Worker fully informed and up-to-date on all significant matters. Take a lead role in the need’s assessment and delivery of agreed programmes and evidence-based treatments. * Take a lead role in the development of a social work service to service users with major mental illness leaving prison. * Provide care coordination to ensure that service users with major mental illness who are leaving prison are linked in with appropriate supports   **Education & Training**   * Maintain standards of practice and levels of professional knowledge by monitoring and reviewing the standards within their area of responsibility, participating in and organising continuous professional development initiatives and professional development planning. * Keep updated on current and impending legislation and the perceived impact on practice. * Keep abreast of developments in national policies and strategies and international best practice. * Keep up to date with organisational developments within the Irish Health and Social Services. * Actively engage in staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers. * Act as a resource by participating in and promoting the education and training of Social Work colleagues, other health professionals and service user groups including clinical audit and research. * Supervise student social work placements. * 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**   * Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same. * 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.   **Management**   * Provide leadership and motivation in order to optimise service delivery by developing teams and promoting change management. * Be responsible for the probationary appraisal of staff and the completion of probationary appraisal reports as required. Make appropriate recommendations regarding whether employees’ standard of work during probation is satisfactory and whether appointments should be confirmed. * Ensure compliance with and implement HR policies and procedures and guidelines. * Manage a budget as defined by the Principal Social Worker, if appropriate. * Contribute to a range of reports including annual reports, performance indicators etc. as required. * Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways. * Contribute to service plan process by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future. * Ensure a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act. * Ensure the maintenance of service user and data confidentiality. * Deputise for the Principal Social Worker as agreed when required. * Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT. * 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 * 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 2024-2028.   **The above Job Description 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. Statutory Registration, Professional Qualifications, Experience, etc**   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 3 years full time (or an aggregate of 3 years full time) relevant post qualification experience.   **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. 2. 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.   **AND**   1. Annual Registration 2. On appointment practitioners must maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.      1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)   **2. 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 depth and breadth of experience of working with service users with mental health difficulties as relevant to the role.  Have significant experience in working directly with service users who are experiencing mental health difficulties   * Have experience in providing supervision to social workers and/or has supervised student social worker(s) |
| **Other requirements specific to the post** | * The successful candidate must have access to appropriate transport in order to fulfil the duties of the role. |
| **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:**   * Demonstrate sufficient professional knowledge to carry out the duties and responsibilities of the role safely and effectively within the legal, ethical and practice boundaries of the profession. * Demonstrates knowledge of the various theoretical models, approaches and interventions that apply in current practice. * Demonstrates a commitment to promoting and applying evidence based practice and research. * Demonstrate a clear understanding of risk assessment. * Demonstrate the ability to utilise supervision effectively and a commitment to continuous professional development. * Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role.   **Planning & Managing Resources:**   * Demonstrates the ability to effectively plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation. * Demonstrates the ability to manage self and others in a busy working environment including the ability to prioritise and effectively handle multiple tasks. * Takes responsibility for the achievement of delivery targets by regularly monitoring, recording and reporting performance statistics / information. * Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service while promoting a model of person-centred care.   **Managing & Developing (Self & Others)**   * Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. * Actively promotes multi / interdisciplinary team working. * Demonstrates effective leadership, providing clear direction for staff in relation to the goals of their function and how they fit in with the broader organisational strategy. * Motivates and empowers staff by appropriately delegating responsibility and authority.   **Commitment to providing a Quality Service**   * Accepts accountability for standards of performance in area of responsibility. * Monitors and reviews the work of the team to ensure its quality and accuracy. * Demonstrates initiative and innovation in identifying areas for service improvement. * Motivates self and others in facilitating change and improving service delivery. * Promotes the service user as expert through experience by involving service users in care planning, decision-making and service development.   **Evaluating Information and Judging Situations**   * Formulates, articulates and demonstrates sound clinical reasoning / synthesises and analyses information available * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. * Confidently explains the rationale behind decisions when faced with opposition or competing demands. * Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input.   **Communications and Interpersonal Skills**   * Displays effective communication skills (verbal & written). * Maintains a professional relationship in all communications, treating others with dignity and respect * Demonstrates the ability to work collaboratively with others to understand and establish expectations and desired outcomes. * Demonstrates sensitivity, diplomacy and tact when dealing with others, is patient and tolerant when dealing with conflict situations. * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. |
| **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, Senior Medical**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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 |