

Job Specification and Terms & Conditions

Job Title & Grade	Porter - Rehabilitation
Campaign Reference	RQ1162
Closing Date	August 26 th 2026
Proposed Interview Date	To be confirmed - At least 1 weeks' notice will be provided. Shortlisted candidates are expected to make themselves available for an in-person interview.
Taking Up Appointment	Successful applicant(s) must be available to take up the role within a reasonable timeframe
Informal enquires	Catherine Slattery, Director of Rehabilitation; e-mail : cslattery@peamount.ie , Tel; 0871335902, 01 6010300. Ext (388)
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	<u>Who We Are</u> Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities. <u>Diversity, Equity and Inclusion Statement</u> In Peamount Healthcare, we are committed to diversity, equity and inclusion. We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values: Person centred – seeing each person as unique, giving them a voice and focusing on ability. Respect – creating a supportive environment where everyone is given courteous and respectful care and support. Excellence – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement.

	Team working – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements. Quality improvement – supporting teams to embed continuous improvement methodology as part of everything we do. Education & Research – partnering with academia to support education, learning, research and evidence-based care.	
Reporting Relationship	Catherine Slattery, Director of Rehabilitation	
Purpose of Post	• To deliver an effective rehabilitation portering service, ensuring the safe, efficient transportation and support of patients, equipment, and resources required for the delivery of high-quality, person-centred rehabilitation services. • Work under the guidance of the Director of Rehabilitation, nominated supervisor(s) and Health and Social Care Professionals, demonstrating initiative, organisational skills, flexibility and effective time management in carrying out a variety of duties to support the smooth and efficient operation of rehabilitation programmes. • As this is a newly established role, responsibilities may evolve in line with service requirements. The successful candidate will be expected to participate in relevant training and development opportunities, including those relating to the safe use, transportation, and management of rehabilitation equipment, to support the effective delivery of the role. This job description will be reviewed annually as part of the appraisal process and may be revised to reflect the operational and strategic needs of the Rehabilitation Service and the wider organisation	
Eligibility Criteria		
Criteria	Essential	Desirable
Qualification	• Have obtained at least a grade H6/O6 in a minimum of five subjects in the Leaving Certificate Examination or Leaving Certificate Vocational Programme as approved by the Department of Education Or • Have obtained a pass grade or a minimum of 120 credits in the Leaving	• Basic knowledge of health and safety, infection prevention and control, and safe working practices in a healthcare setting.

	Certificate Applied Programme as approved by the Department of Education Or - Have obtained a Health Skills or Healthcare qualification at not less than QQQ Level 5 on the National Framework of Qualifications (NFQ) Or - Hold a comparable qualifications to the above criteria from another jurisdiction. - Manual Handling and Patient Handling certification, or a willingness to undertake and successfully complete the required training. - Full clean Category B driving licence	
Experience	- Have a minimum of one year's full time (or an aggregate of one year's full time) experience in a relevant health & social care setting within the last five years. Or - Have a minimum of one year's full time (or an aggregate of one year's full time) experience working as a porter within the last five years. - Ability to communicate effectively and interact professionally with patients, visitors, and staff. - Ability to work as part of a multidisciplinary team and demonstrate a patient-	- Previous experience working in a healthcare, rehabilitation, residential, or hospital environment. - Previous experience in a portering, transport, support services, or customer service role. - Experience supporting individuals with mobility needs or the use of wheelchairs and rehabilitation equipment.

	centred approach to service delivery.	
Skills, Competencies and Knowledge	• Have excellent interpersonal and communication skills. • Have a fluent command and understanding of the English language, including spoken and written communication. • Be a team player with the ability to work closely and effectively with a range of disciplines and departments. • Be sympathetic, respectful, tactful, and understanding in interactions with patients, families, visitors, and colleagues. • Demonstrate a patient-centred approach and treat all service users with dignity, courtesy, and respect. • Be flexible and adaptable to meet changing service demands and priorities. • Have good organisational and time management skills. • Ability to prioritise workload and manage competing demands effectively. • Ability to maintain confidentiality and adhere to data protection requirements at all times. • Demonstrate attention to detail and a commitment to safe working practices. • Support and embrace the use of new technologies, equipment, and systems. • Ability to follow instructions, policies, procedures, and health and safety guidelines. • Ability to demonstrate flexibility in working practices as required. • Ability to work independently, using initiative while maintaining awareness of role boundaries and reporting requirements. • Be reliable, punctual, conscientious, and committed to maintaining high standards of attendance and performance. • Be willing to undertake ongoing education and training relevant to the role, including Manual Handling, Patient Handling, Basic Life Support (CPR), Crisis Prevention and Management, and other mandatory training programmes. • Demonstrate an awareness of infection prevention and control principles and safe healthcare practices. • Be practical, responsible, and committed to delivering a high-quality service. • Basic knowledge of health and safety, infection prevention and control, and safe working practices in a healthcare setting.	
Other requirements specific to the post	The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed.	

	The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned. The responsibilities of the post may change over time and will be the subject of ongoing review between the post holder and line manager.
Principal Duties & Responsibilities	Patient Transport and Rehabilitation Support • Provide a safe, responsive, and efficient rehabilitation portering service that supports the delivery of high-quality, person-centred rehabilitation services throughout Peamount Healthcare. • Transport patients safely and appropriately to, from, and within rehabilitation, clinical, and other designated areas, via means of walking, wheelchairs, beds, or other approved methods, in accordance with individual patient needs and organisational policies and procedures. • Support the delivery of rehabilitation programmes through the transportation of wheelchairs, rehabilitation equipment, medical records, therapy resources, supplies, and other items required for patient care and rehabilitation activities. • Undertake patient movement and handling activities in accordance with Manual Handling and Patient Handling policies, procedures, training, and safe systems of work, and within the scope of the role. • Drive Peamount Healthcare vehicles for the transportation of patients, rehabilitation equipment, supplies, and resources, as required and in accordance with organisational policies and procedures. Communication and Team Working • Maintain effective and professional communication with managers, supervisor(s), members of the multidisciplinary team, patients, families, and visitors to support the efficient delivery of rehabilitation services. • Respond to patients, colleagues and visitors appropriately. Be courteous in all dealings with patients, carers, families, staff, students, volunteers, visitors and team members, whilst ensuring language is professional and inclusive at all times • Demonstrate a range of listening skills appropriate to the context of different patient, visitor, unit and therapy situations • At all times, maintain patient's confidentiality and adhere to the confidentiality requirements and related policies • Carry and appropriately respond to designated communication devices during working hours, ensuring they remain operational and accessible while on duty.

	• Report for duty to the manager or designated supervisor(s) at the commencement of each shift and report off duty on completion of duties or prior to leaving the assigned area. • Attend meetings and service-related activities as required. Maintaining a Safe and Clean Environment • Maintain wheelchairs, portering equipment, and associated resources in a clean, safe condition and promptly report any defects, hazards, or malfunctions through the appropriate channels. • Report accidents, incidents, hazards, equipment malfunctions, and safety concerns in accordance with organisational procedures. • Adhere to all organisational policies and procedures relating to Health and Safety, Infection Prevention and Control, Risk Management, Safeguarding, Confidentiality, and Data Protection. Education and Professional Development • Participate in mandatory and role-specific education, training, and development programmes, including Manual Handling, Patient Handling, Basic Life Support (CPR), and other training relevant to the role. • Maintain up-to-date knowledge and skills necessary for the safe and effective performance of duties. General Responsibilities • Demonstrate flexibility in responding to changing service and patient needs. • Contribute positively as a member of the multidisciplinary rehabilitation team and support the delivery of a high-quality service. • Undertake any other duties appropriate to the grade and role as may reasonably be assigned by the Director of Rehabilitation, manager, or designated supervisor(s).
Campaign Specific Selection Post	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing 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 depending on the service needs of the organisation.
Annual registration	

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**Terms & Conditions of Employment
Peamount Healthcare, Newcastle, Co. Dublin.**

Tenure	The current vacancy available is permanent full time The post is pensionable. A panel may be created from which permanent or 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 Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Porter (4197) Current salary scale with effect from 1st June 2026: €36,407 (Point 1) to €44,087 (Point 9)
Working Week	The hours allocated to this post are 39 hours per week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day/Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008, will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016
Annual Leave	As per Health Service Executive (HSE)
Probation	All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.

Pension	Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare 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.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Character	Candidates for and any person holding the office must be of good character.
Health & Safety	These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. 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 Peamount. Protection and Care and comply with associated Peamount 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.
Quality, Risk & Safety Responsibilities	<i>It is the responsibility of all staff to:</i> • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. • Participate and cooperate with external agencies on safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: ➢ National Standards for Safer Better Healthcare. ➢ National Standards for the Prevention and Control of Healthcare Associated Infections. ➢ HSE Standards and Recommended Practices for Healthcare Records Management ➢ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. <i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.</i>
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.
Specific Responsibility for Best Practice in Hygiene	Hygiene in healthcare is defined as <i>“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</i> • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.