

Job Title & Grade	Multi-Task Attendant
Campaign Reference #	102275
Closing Date	Sunday 30 th August 2026 at 11.45pm
Duration of Post	Specified Purpose Contract
Advertisement Type	External
Specific T&C's of post	39 hours per week, shift work required. Annual Leave: 23 days per annum Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st June 2026: Grade, Code 3875, starting at Point 1 €36,651 and rising annually in increments: €38,130; €39,687; €40,101; €41,118; €41,998; €43,264; €44,577; €45,939
Location of post	This post will be located at the Paediatric Emergency Care Unit, CHI at Tallaght University Hospital. Children's Health Ireland (CHI), comprises of the three children's hospitals at CHI at Crumlin, Dublin 12, CHI at Temple Street, Dublin 1 and CHI at Tallaght, Dublin 24 and the Paediatric Outpatients and Urgent Care Centre, CHI at Connolly Hospital, Dublin 15. CHI's Programme Office, CHI Herberton is located in Rialto, Dublin 8 adjacent to the new children's hospital which is on the campus shared with St James's Hospital.
Reporting Arrangements	Reporting to: Clinical Nurse Manager 3 /CNM2 Operations ECU. Accountable to: Chief Operations Officer.
Key Working Relationships	The post holder will work closely with: • Paediatric Outpatient and Emergency Care Centre at Tallaght Managers. • Multi-Disciplinary Team at the Paediatric Outpatient and Urgent Care Centre. • CNM3 at Paediatric Outpatient and Urgent Care Centre. • Clinical and clinical support staff at the Paediatric Outpatient and Urgent Care Centre at Tallaght.

	<i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The role will support the delivery of clinical care at Paediatric Emergency Care Unit, CHI Tallaght. This is an exciting and varied role for a post holder who has strong interpersonal skills. He/ she will have strong organisation skills and be able to work on their own initiative. The role of the Multi-Task Attendant is to: • Assist in the delivery of patient care, and support for patient care under the supervision of the clinical team. • Carrying out clinical support and non-clinical support duties which fulfil the requirements of the service. <i>The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.</i>
Principal Duties and Responsibilities	Professional Duties and Responsibilities: • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. Patient Escort / Support • Transfer of patients to/from radiology from outpatient's department, Ward areas. • Transfer to/from radiology from the Emergency care centre. And to Tallaght Childrens Radiology • Transport Patients from Emergency Care to Paediatrics wards Tallaght Campus./Theatre • Support of patient towards ambulance transfer. • Supporting fracture clinics / holding limbs as required. • Support transfer of patients to and from other parts of the campus. • Escorting patients to other areas of the hospital. • Escort children to Playroom/School or other diagnostic areas. • Supervising unattended children (e.g., siblings) while patients receive treatment. Waste Management • Movement of waste or linen bins from disposal holds to appropriate collection points. • Cleaning of internally stored waste bins as required.

	• Assist with the disposal of clinical waste and clean procedure trolleys after use. • Make occupied and unoccupied patient trolleys and cots. • Move beds and furniture within wards in preparation for ward cleaning if needed. Cleaning Duties • Attend to spillages immediately to reduce the risk of accidents. • Ensure correct laundry bags are used, tied and labelled when full. • Help maintain a safe environment by ensuring floor areas are free of clutter and there is nothing likely to trip parents, children, visitors or staff. • Assist in keeping ward areas, day rooms and ancillary rooms tidy. • Complete Decontamination Schedule on a daily basis. • Morning and Evening cleaning of Kitchen ensuring that the area is left clean and tidy, and all dishes / crockery is cleaned using the dishwasher. Internal Deliveries • Scheduled phlebotomy pick-ups. • Supports the process of transporting laboratory samples and products including, but not limited to blood gas samples, urgent specimens etc. • Internal delivery or retrieval of patient charts as required. • Delivery and collection of post from the POUCC. And sorting of Internal/External mail. • Ordering of Laboratory stores. Equipment • Complete Decontamination Schedule on a daily basis – (e.g., non-contact medical equipment). • Movement of equipment between departments. • Ensure Emergency Trolley is damp dusted daily and cleaned internally every three months. • Clean and assemble equipment as required e.g., trolleys, drip stands, suction machines, etc. • Remove, label and report any faulty equipment. Take requisitions for repairs to appropriate collection place. • Checking and decontamination of all patient care equipment as per General Decontamination Policy and ward Cleaning Schedule. • Check Oxygen (Medical Gases) levels as and when required. • Keep patients trolleys clean and prepared with clean linen and supplied with medical oxygen at all times. • Ensure linen cupboard and ensure all Store areas are kept clean, tidy and stocked daily.
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	• Change ward curtains as required liaising with laundry. Check curtains/screens daily for any broken hooks and ensure they are hanging correctly. • Make occupied and unoccupied patient trolleys and cots. • Ensure correct laundry bags are used, tied and labelled when full. • Change ward curtains as required liaising with laundry. Check curtains/screens daily for any broken hooks and ensure they are hanging correctly. • Stock and Store room management including stock rotation • Prepare Toast/Cereals/Drinks if required MTA & Technology • The new Children's Hospital will be the most technological advanced hospital in the country with the following systems incorporated. • AGV's (Automated Guided Vehicles) to transport, for example food, consumables, waste etc. through designated corridors and lifts. • WOW's (workstations on wheels) at ward level. • Self Service kiosks where parents can register via their mobile phones. • Electronic notification to go to waiting areas. • AN EHR system (Electronic Health Record) will replace the hard copy medical record. • Facilities Management and Operations teams will be supported by IWMS (Integrated Workplace Management Systems) with hand-held devices for work scheduling and updating. General • Providing General Assistance where required and needed. • Answering telephone calls. Dealing with enquiries appropriately, i.e. recording messages, contacting appropriate personnel in emergencies. • Dealing with the child/parent/guardian with courtesy at all times. • Setting up meeting rooms as required (movement of seating and equipment) and general tidying in between meetings ensuring they are kept to a high standard. • Keeping wheelchairs and general department clean whilst ensuring wheelchairs are safe to use. Any unsafe or damage wheelchair must not be used and must be reported to the manager. • Retrieving and delivering patients Medical Records and Charts as required. • Be familiar and comply with the Hospital policies in relation to Health and Safety, Fire, Major Disaster, Infection Control, Waste Disposal including Disposal of Soiled Linen, Smoking Policy and Patients Charter. Other
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	- To perform such other duties as appropriate to the post as may be assigned to him/her from time to time by CNM or Staff. - Willingness to undertake further training as deemed appropriate by the CNM/Staff Nurse. <i>The above 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 them from time to time and to contribute to the development of the post while in office.</i>
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> Qualifications Requirements: - Hold the relevant Health Skills FETAC level 5 qualification. OR - an equivalent relevant Health Care qualification. OR - have a minimum of 1-year relevant employment in either a Nursing Home/hospital setting or a Day Care Facility within the last 5 years. <u>Desirable Criteria:</u> - Demonstrate an interest in caring for people. - Demonstrate evidence of basic computer skills. - Demonstrate ability to present a neat and tidy appearance. - Demonstrate knowledge of Infection Prevention and Control Policy / Hand Hygiene Policy/Moving & Handling Policy/Health & Safety/Managing Complaints and Managing Challenging Behaviour. - Demonstrate the ability to work on own initiative, prioritise and manage a number of issues simultaneously. - Demonstrate the ability to undertake the physical demands of the role. - Demonstrate motivation and appreciate the importance of the need to provide quality service for patients/relatives/public. - Demonstrate professionalism at all times in dealing with patients, staff and the public and demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. - Demonstrate sufficient experience of working in a healthcare setting. - Demonstrate the ability to maintain confidentiality.

Competition Specific Selection Process How to Apply & Informal Enquiries	Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria. * Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CVs and cover letter is Sunday 30th August 2026 at 11.45pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal enquiries for this advertisement, please contact Ms Orla Staveley, CNM2 Operations Paediatric Emergency Care Unit, CHI @ Tallaght. Orla.staveley@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Rachel.sheridan@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of commencement dates for 2026 for your information. • 5th October • 2nd November • 7th December
Information on “Non-European Economic Area Applicants” is available from https://dbei.gov.ie/en/ Children's Health Ireland is legally required to verify that all staff have the right to work in Ireland before they begin employment, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire. Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the General	

[Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.