

Care Assistant (Intellectual Disability)
Disability Services
HSE South West
Job Specification & Terms and Conditions

Job title, grade code	Care Assistant (Intellectual Disability) Cúntóir Cúraim (Míchumas Intleachtúil) (Grade Code: 6482)
Remuneration	The salary scale for the post is: (01/06/2026) €34,881 - €36,034 - €37,602 - €38,122 - €38,965 - €40,603 - €42,362 - €42,976 - €44,504 - €45,647 - €46,578 - €47,624 - €48,434 LSI Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/pay/pay-scales/ 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	SWPC102775
Closing date	Monday 2 nd November 2026 at 12 noon
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	Disability Services, HSE South West (Seirbhísí Míchumais, FSS Iardheiscirt) There is currently a number of permanent and temporary whole-time vacancies available in St. Raphael's Centre, Youghal, Co. Cork A panel may be formed as a result of this campaign for Care Assistant (Intellectual Disability), Disability Services, HSE South West from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal enquiries	We welcome enquiries about the role. Contact Susan Wall, Director of Service, St. Raphael's Centre, Youghal for further information about the role. E-Mail: Susan.Wall@hse.ie Tel: 087 2497824 Contact Nicole.Griffin@hse.ie for enquiries relating to the recruitment process.
Details of service	St Raphael's Service is an adult Intellectual Disability Service situated in East Cork It currently caters for circa 80 adults with an ID and / or Autism. The service has a base in Youghal and has a number of Community Houses in the surrounding environment of West Waterford and East Cork.

	The aim of our services for people with an ID and physical or sensory disabilities is to promote and maintain better health both in the person with a disability and their carer. We deliver day and residential services. This is a service, which has undergone significant changes in line with National Policy and has progressed from an institutional model of care to a community based person-centred model.
Reporting relationship	The post holder will report to the Nurse Team Member in Charge, Clinical Nurse Manager (CNM) and Area Director of Service or designated officer.
Key working relationships	The post holder will report to the Nurse Team Member in Charge, CNM and Area Director of Service or designated officer.
Purpose of the post	The role of the Care Assistant (ID) is to provide person-centred care, promoting optimum independence, enhancing the quality of life for service users with intellectual, physical or sensory disability in all aspects of daily living. Support the nursing staff care team in ensuring a good quality of immediate care needs in a clean homely environment.
Principal duties and responsibilities	Under the direction of nursing staff the Care Assistant (ID) will: Key Functions: • Accept delegated responsibility for the physical and emotional well-being as well as the personal hygiene of the clients. • Engage in social and recreational activities as per individual client care plans. • Encourage service user engagement in community activities and escort and participate in such activities thus promoting a socially inclusive model of living. • Maintain cleanliness, tidiness and hygiene to the set standards of the service. Work at all times within best practice to maintain a safe and healthy environment, adhering to infection control standards. This includes furniture, therapeutic equipment and soft play equipment. • Assist in general housekeeping duties while supporting clients in maintaining or developing their independence skills. • Support clients in laundering of their personal clothing while ensuring clients clothing is properly cared for and returned to each individual client. • Support clients in food preparation as part of up skilling initiatives to support clients in their own home; this may include taking total charge of some client's nutritional intake. • Support the nursing and Social Care Worker staff in maintaining accurate records of client activities of daily living, progress reports and financial records. • To participate and assist with the planning of residents holidays and short breaks. • Support individual clients as their Key Worker / Link Worker. • Report to CNM any issues of concern under the protection of adults with a disability from abuse. (Policy Document – HSE Safeguarding Vulnerable Persons at Risk of Abuse). • Adhere to all policies procedures and guidelines as set out by St. Raphael's Centre. • Ensure confidentiality in all matters parting to clients, their families and staff who work in the services. • Take account of service users' religious beliefs, doctrines and cultures. • Liaise with other grades of staff within the remit of his / her role and co-ordinate and contribute to the inter-disciplinary team approach to client care. • Ensure that all prescribed medicines, drugs and treatments are administered to the residents, that the required records are kept of same and that all storage and administration of drugs and medicines complies with the Medication Policy of the service.

	• Accurately record and report all complaints to appropriate personnel according to local service policy. <u>Risk Management, Quality, Health & Safety</u> • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • 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 Health Service Executive (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. • Ensure all fire safety regulations and fire equipment is effective and advise CNM of any defects. Participate in fire safety training including fire evacuation procedures. • Ensure compliance with Health and Safety Legislations and Risk Management Policy. • Participate in the development of policies within both these area in conjunction with relevant staff. (HSE Integrated Risk Management policy) • Take responsibility for the management and recording of service users' individual finances (St Raphael's Centre Patient Private Property Instruction & St Raphael's Centre Residents Finance Policy). <u>Education and Training</u> • Engage in the HSE Performance Achievement Process in conjunction with the Line Manager and staff as appropriate. • Attend all mandatory training within the 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 them from time to time and to contribute to the development of the post while in office.
Eligibility criteria Qualifications and/ or experience	1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u> a) Candidates must have at the latest date of application: (i) A FETAC Level 5 / QQI Major Award in Healthcare Support of which includes completion of the ID Studies Module and the Activities of Daily Living Module. Or (ii) Hold a FETAC Level 5 qualification in Health Service Skills of which includes completion of the ID Studies Module and the Activities of Daily Living Module. Or (iii) A relevant health care qualification equivalent to (i) or (ii) above. And b) Candidates must have the personal competence and capacity to properly discharge the duties of the role.

	2. <u>Health</u> 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. <u>Character</u> Each candidate for and any person holding the office must be of good character. ----- NOTE: Candidates who possess a FETAC Level 5 / QQI Major Award in Healthcare Support or a FETAC Level 5 qualification in Health Service Skills or a relevant health care qualification equivalent to either of the aforementioned, but who do not hold the ID Studies Module and/or the Activities of Daily Living Module at the time of appointment, may be deemed eligible for shortlisting. If successful at shortlisting sift and subsequent interview, these candidates will be required to give a written undertaking to complete these modules within one year of taking up duty. Continued employment will be subject to the successful completion of these modules within the specified timeframe.
Post specific requirements	Knowledge, experience and qualifications relevant to the role of Care Assistant as set out by the job specification.
Other requirements specific to the post	You will be required to work the agreed roster arrangements advised to you by your line manager.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) 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: • Demonstrate knowledge and experience of the role of Care Assistant and the provision of a service to clients with an ID. • Demonstrate an awareness of developments for the ID Sector within the HSE and National Policy. Planning and Organising: • Demonstrate the ability to plan and organise effectively. • Demonstrates effective analytical, problem solving and decision making skills. Team work: • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a Multi-Disciplinary Team. • Demonstrate a willingness to engage and develop IT skills relevant to the role.

	Communication skills/Interpersonal skills: • Demonstrates excellent communication skills so as to effectively carry out the duties and responsibilities of the role. Resident Focus: • Demonstrate evidence of ability to empathise with and treat clients, relatives and colleagues with dignity and respect.
Campaign specific selection process Ranking/shortlisting / interview	A ranking and or shortlisting exercise may be carried out based on 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 progressing 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
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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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. Read the CPSA Code of Practice.
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.



**Care Assistant (Intellectual Disability)
Disability Services, HSE South West
Terms and conditions of employment**

Tenure	The current vacancies available are permanent, temporary 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, 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 39 hours per week. Your normal weekly working hours are 39 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.
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.

	In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First 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.
Health & safety	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/service¹, 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 need 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 managed appropriately and investigated in accordance with HSE procedures². • 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.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.