



**Domestic
Disability Services
HSE South West
Job Specification & Terms and Conditions**

Job title, grade code	Domestic Oibrí Tí (Grade Code: 4110)
Remuneration	The salary scale for the post is: (01/06/2026) €35,433 - €37,294 - €38,681 - €39,260 - €39,504 - €40,081 - €40,673 - €41,137 - €41,696 Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html 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	SWPC102813
Closing date	14 th September 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 are currently two permanent whole-time vacancies available in St. Raphael's Centre, Youghal, Co. Cork A panel may be formed as a result of this campaign for Domestic, Disability Services 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 person appointed shall report to the unit manager or other designated officer
Key working relationships	Domestics staff in Disability Services report in their work location the post holder will report to the Clinical Nurse Manager 2 (CNM2) or Staff Nurse as appropriate.
Purpose of the post	• Be responsible for the cleaning of the environment of the bungalow/unit and or other facilities to include Administration block and Day services. • To ensure compliance with relevant standards as applicable to the post.
Principal duties and responsibilities	General Cleaning: • Responsible for the general cleaning and upkeep of the ward/unit and or other facilities as identified by their line manager. • Ensure the agreed standard of cleanliness and Hygiene are maintained in all areas by using the approved cleaning materials. • Be responsible for the segregation and safe disposal of waste to designated areas. • Perform daily or evening cleaning of ward areas, bathrooms, toilets, walls, floors, corridors, kitchens, household and clinical waste bins. • Perform daily or evening Deep clean /isolation cleaning of assigned areas by manual cleaning and machine cleaning. • Complete Cleaning Checklists as cleaning is carried out. • Ensure all cleaning documentation is kept up to date and available for inspection e.g. Unit cleaning checks, Daily recording sheets, deep clean records, Fan cleaning records etc. • Ensure ward cleaning supplies are used economically and replenished, this requires appropriate stocktaking. • Ensure cleaning products will be used with caution, following guidelines appropriate to their use as per Safety Data sheets. • Ensure resident's property is respected at all times. • Report any equipment faults to person in charge. • Ensure that all equipment is stored and cleaned correctly, and storage areas are kept clean and tidy. • Ensure universal precautions to be taken with the handling and disposal of clinical waste. • Apply precautions at all times to minimise the risks of cross infection e.g. clean up any spillages of bodily fluids. • Cleaning schedules, as in daily / weekly /monthly are to be followed and maintained accordingly. General: • Be courteous and helpful to residents and their relatives and respect each person's privacy and dignity at all times. • Keep updated with Health & Safety at Work guidelines and obligations. • In accordance with Health and Safety at work policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner. • Ensure an adequate knowledge of the emergency action plan. • Conduct his / herself in a manner that conveys respect of the individual and ensures safe client / patient care.

	• Report any incident or potential incident, which may compromise the health and safety of residents, staff or visitors to the person in charge. • Not undertake any duty related to resident's care for which he/she is not trained. • Understand and adhere to all HSE policies, guidelines and procedures and to be read carefully & signed. • Present to work wearing the appropriate attire/uniform and identification, having regard to the highest standard personal hygiene. • Follow HSE policy with regard to confidentiality in relation to residents and colleagues. • Attend Fire Drill once per year. • Attend Manual Handling as required. • Attend Mandatory Training Courses as required. Catering Duties • Collection of meals and stores from central areas on site • Washing up - ensuring all containers and ware will be washed and returned to the central kitchen as required. Dishwasher to be used according to instructions emptied and rinsed after each meal. • Care and maintenance of hospital equipment and property this includes ensuring the cleaning of the various electrical appliances such as the cooker, oven, fridge, and freezer, serving trolley, milk dispensers, microwaves and dishwasher as applicable • Kitchens will be cleaned every day – paying attention to presses, shelves, tiles, worktops, tables, floors etc. • Refuse bags will be emptied frequently so as not to overfill or to cause germs to multiply or to cause an injury. • Dining areas to be cleaned after each meal. Other Duties & Responsibilities for Residential/Day services • Ensure supplies are ordered and collected from central stores. • Not undertake any duty related to client / patient care for which he/she is not trained. • Report any incident or potential incident, which may compromise the health and safety of residents, staff or visitors, in Residential and Day services 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	1. <u>Professional Qualification, Experience, etc.</u> (a) Candidates must, on the latest date for receipt of applications, hold: i. Have attained such standard of education as would enable him/her to discharge the duties of the post satisfactorily. And ii. Relevant experience in a hygiene and cleaning environment in the Healthcare / Hospitality sector Health 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.

	Character Each candidate for and any person holding the office must be of good character.
Post specific requirements	Demonstrate knowledge and experience of the role of Domestic.
Other requirements specific to the post	Previous Experience in a hospital/healthcare setting as relevant to the role. Access to transport as post may involve frequent travel.
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	<u>Professional Knowledge</u> • Demonstrate basic knowledge of the Health Service Executive – South organisation and be knowledgeable of the services provided for residents and the environment in which they operate. • Demonstrate an awareness of Health and Safety issues in relation to the work area. • Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role. • Demonstrates knowledge of Infection Prevention and Control Standards, as it pertains to the role. • Capacity to deliver the service in an effective and resourceful manner within a model of patient-centred care. <u>Quality and Patient focus</u> • Demonstrate motivation and appreciate the importance of the need to provide quality service for residents / relatives / public. • Have an understanding of the impact that a change of surroundings may have on other people and families. • Ability to empathise with and treat others with dignity and respect. • Ability to facilitate change and improve service delivery. <u>Planning and Managing Resources</u> • Demonstrate ability of working on own initiative and be capable of performing duties with the minimum of supervision. • Demonstrate the ability to plan and organise day-to-day work in association with the wider healthcare team. <u>Teamwork:</u> • Demonstrates the ability to develop and maintain good working relationship with all members of the multidisciplinary team. • Demonstrates the ability to be a team player.

	• Demonstrates ability to successfully engage with the service user, key workers and other various members of the multidisciplinary team. • Demonstrates a commitment to working in a fast-paced dynamic setting. • Demonstrate flexibility and rotate to different areas, on different rosters, within the service as required. <u>Communication / Interpersonal Skills</u> • Demonstrate excellent communication skills. • Demonstrate good interpersonal skills and be able to work as part of a team.
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.



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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, 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.