



Social Care Leader (Children's Disability Network Team)
Ceannaire an Chúraim Shóisialta
Integrated Health Areas of Dublin North County and Dublin North City & West
Job Specification & Terms and Conditions

Job Title, Grade Code	Social Care Leader (Children's Disability Network Team) Ceannaire an Chúraim Shóisialta (Grade Code: 3030)
Remuneration	The salary scale for the post is (01/06/2026): €57,484, €58,726, €59,968, €63,279, €64,563, €65,837, €67,130 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	DNE26178
Closing Date	Wednesday 23 rd of September 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	Integrated Health Areas (IHA) of Dublin North County (DNC) and Dublin North City & West (DNCW) (Limistéir Shláinte (IHA) mhtháite (IHA) ntae Bhaile Átha Cliath Thuaidh agus Chathair Bhaile Átha Cliath Thuaidh & Thiar) There is currently 1 permanent whole-time vacancy available in Ashgrove House, Navan Road, Dublin 7. A panel may be formed as a result of this campaign for Social Care Leader (Children's Disability Network Team) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled within Community Services in Integrated Health Areas of Dublin North County and Dublin North City & West.
Informal Enquiries	We welcome enquiries about the role. Contact Eve Wardick (eve.wardick@hse.ie), Children's Disability Network Manager for further information about the role. Contact Niall Hogan (niall.hogan2@hse.ie) for enquiries relating to the recruitment process.
Details of Service	The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare. HSE Dublin North East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan.

	Community Healthcare Services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people's homes. Community Healthcare Services focus on keeping you well so that you can continue to live at home or close to home through our health promotion, disease screening, diagnosis, treatment, and rehabilitation programs. You can refer yourself to most Community Healthcare Services or through your GP, public health nurse, community mental health team, etc. Services include - Primary Care, Social Care - Older Persons, Social Care – Disabilities, Mental Health, Health and Wellbeing, Quality, Safety and Service Improvement. HSE Dublin North East Region includes the following hospitals; • Beaumont Hospital • Cavan General Hospital • Connolly Hospital • Louth County Hospital • National Orthopaedic Hospital Cappagh • Monaghan General Hospital • Mater Misericordiae University Hospital • Our Ladys Hospital Navan • Our Lady of Lourdes Hospital • Rotunda Hospital Children's Disability Network Team The Finglas Children's Disability Network Team provides therapeutic services to children and young people (0 -18) with a range of complex needs arising from a disability and who are living within the Finglas Network. There is a strong emphasis on interdisciplinary team working and family centred practice as per the principles of Progressing Disabilities for Children and Young People.
Reporting Relationship	• The Social Care Leader will report directly to the Children's Disability Network Manager. • The Social Care Leader will be delegated supervision of the Social Care Workers on the team.
Key Working Relationships	• Operationally responsible to the Children's Disability Network Manager. • The post holder will work with the Children's Disability Network Teams in Finglas. This is an inter-disciplinary team comprising Speech and Language Therapy, Occupational Therapy, Psychology, Nursing, Social Care, Physiotherapy, Social Work, Clinical Specialists and Administrators. • Professional supervision will be arranged by the Children's Disability Network Manager.
Purpose of the Post	Social Care Leaders typically work as part of a wider interdisciplinary team in providing a high quality service to users. The Social Care Leader will provide intervention and support to children and their families, individually or in groups, in conjunction with the wider interdisciplinary team and other relevant agencies. The primary aim is to provide intervention necessary to address any issues preventing service users from living their best life. They will help families to understand and support their child's disability and maximise their participation in daily life. The Social Care Leader will help to develop the Social Care service within the team and will help to develop service initiatives.
Principal Duties and Responsibilities	<i>The Social Care Leader will:</i> <u>Professional</u> • Deliver a quality service ensuring professional standards are maintained in accordance with national and local requirements. • Work within current legislation and policies, procedures, guidelines and protocols as laid down by the employer. Support line management in ensuring that all staff are aware and adhere to same.

- Work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.
- Work closely with and report to the relevant Manager in the administration and management of the Service.
- Assist front line staff, management and members of the multidisciplinary team in the design, implementation and evaluation of Individual Family Service Plans (IFSP) for people who use the service.
- Prepare and assist staff in preparing risk assessments, judgements and decisions based on the needs of the client, relevant facts, observable information, and the quality of that information and the likely consequences of any actions taken / decisions made.
- Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each person who uses the service.
- Work with the multidisciplinary team in relation to the safe and appropriate management of challenging behaviour of the people who use the service and assist in the development, review and evaluation of all plans relating to this.
- Maintain appropriate links with family members and community services (Social Workers, General Practitioners and Liaison Nurses etc.).
- Attend and participate in Case Reviews and Multidisciplinary Team meetings as required.
- Provide written and verbal reports on a regular basis on the progress of development of people who use the service.
- Engage in all aspects of the day-to-day operation of the Service in providing 24-hour support to the client group in line with the Service vision and mission statements.
- Chair and participate in staff meetings, as directed.
- Provide leadership and motivation that is conducive to good staff relations and effective work performance.
- Report immediately to the Manager any incidents of poor practice or any matters that are prejudicial to the welfare of the service user.
- Co-operate with external monitoring and statutory inspections and implement their recommendations.
- Promote the rights and responsibilities of each person within the service setting e.g. following complaints procedure guidelines.

Education, Training & Professional Development

- Contribute to the development of the team in light of the purpose and function of the service.
- Manage, develop and support staff, individually and as a team, including induction, probation, supervisory support and training.
- Participate in regular professional supervision and the supervision of staff as required.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
- Participate in further training and development as required.
- Provide guidance and education for work experience students.
- Engage in reflective and evidence-based practice.
- Keep abreast of legislation and current professional knowledge.

Risk, Health & Safety

- Work in a safe manner with due care and attention to the safety of self and others.
- Be responsible for own health and wellbeing in order to carry out the duties of the role / is committed to managing own work / life balance.
- Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
- Document appropriately and report any near misses, hazards, accidents or incidents and bring them to the attention of designated individual(s) in line with best practice.
- Be aware of risk management issues. Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Promote a culture that values diversity and respect.

	• Be familiar with emergency procedures and know who to contact in an emergency. • Have a working knowledge of the Health Act 2007 (Care and support of residents in designated centres for persons (Children and Adults with Disabilities) Regulations 2013 S.I. No 367 of 2013 • 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. <u>Management and Administration</u> • Monitor the interactions between staff and clients and ensure that any concerns are discussed with the line manager and addressed accordingly. • Assist in the administration and day-to-day operation of the service; assume responsibility for various operational functions as designated from time to time by the Manager or their designate. • Maintain a high standard of documentation, including service user files in accordance with local guidelines, the principles of confidentiality, the Freedom of Information (FOI) and GDPR Acts. • Maintain accurate up to date records and files, and submit activity data as required. • Attend team meetings and report to the relevant Manager on matters affecting the delivery of service. • Be accountable for any money spent on behalf of the HSE during the course of duty. • Assist in the preparation of policies and procedures required to ensure high standards of care and the implementation of same. • Be responsible for decision making when on shift and in the absence of the Manager as appropriate; which will include accepting overall responsibility for the service setting. • Deputise for Manager as and when required. • Assist in ensuring that the service makes the most efficient and effective use of developments in IT. • Keep up to date with organisational developments within the Irish Health 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) Eligible applicants will be those who on the closing date for the competition have the following: i) Hold professional registration, or be eligible for registration, on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU See list of recognised Social Care qualifications at: Approved Qualifications OR ii) Hold one of the additional qualifications listed under section 38 of the Health Act 2005. Applicants who register under the sufficiently relevant qualifications must fulfil the five year practice requirement. See list of sufficiently relevant qualifications Sufficiently Relevant Qualifications (see note 1 below*)

OR

- iii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, **(see note 2 below*)**, must submit proof of application for registration with the Social Care Workers Registration Board at CORU. The acceptable proof is confirmation from CORU that an application for registration as a Section 91 applicant was received by the 30 November 2025.

AND

- iv) Provide proof of Statutory Registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU **before a contract of employment can be issued.**

Or

Candidates applying under section 38 or section 91 and those applying under the sufficiently relevant qualifications must submit proof of application for registration, see criterion 1a II and III

AND

- v) A minimum of **3 years' experience** as relevant to the role

AND

- b) Candidates must have the requisite knowledge and ability (including a high standard of suitability and management ability for the proper discharge of the duties of the office).

2. Annual Registration

- i) On appointment practitioners must maintain annual registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU

AND

- ii) Practitioners must confirm annual registration with CORU to the HSE by way of Annual Patient Safety Assurance Certificate (PSAC)

3. 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.

4. Character

Candidates for and any person holding the office must be of good character.

Note 1*

Individuals who wish to register under the sufficiently relevant qualifications must satisfy the 5-year practice requirement. An individual must have worked five years full-time (or an aggregate of five years full-time) in the Social Care Work profession.

Note 2*

Under the Health and Social Care Professionals Act 2005 candidates are considered section 91 applicants if they qualified before the 30th of November 2023 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years (or an aggregate of 2 years fulltime), during the 5 year period prior to the Register opening on the 30th November 2023.

Post Specific Requirements	• Demonstrate relevant experience working with children with complex developmental disabilities and their families. • Demonstrate experience in delivering group based educational interventions to families and service users.
Other requirements specific to the post	The candidate should have access to appropriate transport to fulfil the requirements of the role.
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 / Experience</u> <i>The candidate should demonstrate:</i> • Sufficient professional knowledge to carry out the duties and responsibilities of the role including, but not limited to: ➢ Awareness of policy, legislative and professional requirements to ensure an appropriate standard of service delivery (e.g. a working knowledge of the Children First Guidelines, Health Act 2007. ➢ Knowledge of Family Centred Practice and working with families as a key contact within the service in developing family centred care plans. ➢ An understanding of the root causes of challenging behaviour and how best to respond to same. ➢ An in-depth knowledge of life-span development. • Knowledge of risk assessment and the implementation of general risk assessments • An understanding of theory and practice in the delivery of care to the client group • An understanding of therapeutic approaches relevant to the client group based on established best practice <u>Planning and Managing Resources</u> <i>The candidate should:</i> • Demonstrates evidence of effective planning and organising skills including awareness of resource management and importance of value for money • Demonstrates an ability to manage deadlines and multi-task effectively as part of daily workload management • Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don't suffer / deadlines are met • Takes responsibility for the achievement of delivery targets by regularly monitoring, recording and reporting performance statistics / information <u>Leadership & Team Management Skills</u> <i>The candidate should:</i> • Demonstrates leadership and team management skills

	• Actively promotes multidisciplinary team working • Empowers staff by appropriately delegating responsibility and authority • Adapts leadership style to suit the demands of the situation and the people involved • Motivates staff towards the provision of a quality service <u>Problem Solving & Decision Making</u> <i>The candidate should:</i> • Gathers information from enough sources and other people to make well-founded decisions • Formulates, articulates and demonstrates sound reasoning / synthesises and analyses information available • Regularly quantifies and evaluates activities against plans and takes timely action to correct potential difficulties • Makes decisions in a transparent manner by involving and empowering others where appropriate <u>Commitment to Providing a Quality Service</u> <i>The candidate should:</i> • Demonstrates commitment to assuring high standards and strives for a person centred service • Recognises the service user as expert through experience and promotes the involvement of the service user in care planning, decision-making and service development as appropriate. • Provides a flexible service, is adaptable and promotes innovation in approach to service user care • Demonstrate commitment to continuing professional development <u>Communication & Interpersonal Skills</u> <i>The candidate should:</i> • Demonstrates excellent communication skills (verbal & written) including active and empathetic listening skills. • Maintains a professional relationship in all communications, treating others with dignity and respect • Works collaboratively with the client and other relevant individuals to understand and establish expectations and desired outcomes • Demonstrate ability to effectively influence others / negotiate with others • Demonstrate ability to effectively build and maintain relationships including the ability to work with multi-disciplinary team members
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 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.	

Social Care Leader (CDNT)
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 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. <u>* Public Servants not affected by this legislation:</u> 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 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 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 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.