



**Multi-Task Attendant
Integrated Health Area of Louth/Meath
Job Specification & Terms and Conditions**

Job Title, Grade Code	Multi-Task Attendant, Freastalaí, Iltascanna (Grade Code: 6015)
Remuneration	<p>The salary scale for the post is(01/06/2026): €36,651 €38,130 €39,687 €40,101 €41,118 €41,998 €43,264 €44,577 €45,939</p> <p>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.</p>
Campaign Reference	LM2026-4982
Closing Date	Monday the 9 th of November 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	<p>Integrated Health Area (IHA) of Louth/Meath</p> <p>There is a number of vacancies available in community services for Louth/Meath</p> <p>A panel may be formed because of this campaign for Multi-Task Attendants 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 Area of Louth/Meath.</p>
Informal Enquiries	Contact paula.mcglynn@hse.ie for enquiries relating to the recruitment process.
Details of Service	<p>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.</p> <p>HSE Dublin North East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan.</p> <p>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.</p> <p>HSE Dublin North East Region includes the following hospitals;</p> <ul style="list-style-type: none"> • Beaumont Hospital • Cavan General Hospital • Connolly Hospital • Louth County Hospital • National Orthopaedic Hospital Cappagh • Monaghan General Hospital • Mater Misericordiae University Hospital

	<ul style="list-style-type: none"> • Our Ladys Hospital Navan • Our Lady of Lourdes Hospital • Rotunda Hospital <p>Services may be delivered in a range of locations, including but not limited to the locations/service areas listed below.</p> <p>Community Nursing Units: St. Olivers in Dundalk The Village in Drogheda Ferdia Lodge in Ardee Beaufort House in Navan St. Josephs in Trim</p> <p>All of the Community Nursing Units provide care for Older Persons with medium to Max dependency.</p>
Reporting Relationship	The post holder will report to a designated line manager or their delegate relevant to the specific Caring, Cleaning Catering role assigned.
Key Working Relationships	Post holder will engage with Operational Services management, Services Officer, nursing, allied health, stores, maintenance workers, service contractors, medical staff, visitors and clients in the fulfilment of the duties and responsibilities of their role.
Purpose of the Post	The role of the Multi Task Attendant (MTA) is to work as part of a team in the delivery of high quality, person centred direct and indirect care to patients'/ residents/ service users, under the direction of the services manager/qualified nursing/other designated officer.
Principal Duties and Responsibilities	<p>Duties appropriate to the Multi Task Attendant may vary depending on the care setting, the context of specific ward/areas, relevant training/knowledge required for the role assigned (Caring, Cleaning, Catering).</p> <p>Multitask Attendants may be required to move between different wards/departments/relief duties and to work across Caring, Cleaning, Catering roles to support service need. In keeping with HIQA and HACCP standards. Multitask Attendants do not move between defined Caring, Cleaning, Catering roles at the same time/ on the same day/ shift. (Except in exceptional circumstances)</p> <p>The Multitask Attendant role involves:</p> <ul style="list-style-type: none"> • Caring - to assist with the delivery of direct and indirect care and activities of daily living for patients'/ residents/ service users under the supervision and direction of nursing or other professional staff/designated manager. • Cleaning - Attending to designated housekeeping, cleaning, laundry, waste management duties in the context of the specific service area in line with national and locally devised policies and standards. • Catering - When directed be responsible for the preparation, distribution and serving of food and delivery of catering services to patients'/ residents/ service users/ central catering facilities, in line with national and locally devised policies and standards. <p>In the context of patient/ resident/ service user Care and the service setting, the Multitask Attendant duties under direction include:</p> <p><u>Caring:</u></p> <p><i>The Multitask Attendant when assigned will:</i></p> <ul style="list-style-type: none"> • Assist and support the direct and indirect care of patients/ residents/ service users to support all activities of daily living. • Carry out assigned and delegated responsibilities - personal care of patients/ residents/service users, including attending to personal care (bathing/showering, toileting etc), feeding, positioning, mobilisation of patients/ residents/ service users, fitting of equipment etc. • Undertake assigned duties in such a way as to ensure that care delivered is of a high standard

	<ul style="list-style-type: none"> • Respect patients'/ residents/ service users and their families showing dignity, courtesy and professionalism always. • Under direction of a nurse/relevant manager/professional assist patients'/ residents/service users in preparation for their meals, choosing their menu, preparing eating environment and making it as aesthetically pleasant as possible by removing unnecessary items, thus ensuring patient/ resident/ service users dietary needs are met • Assist patients'/ residents/ service users to ensure their specific dietary requirements are met, encouraging patients'/ residents/ service users to eat and drink, preparing special drinks and snacks • Observe and report any observations, incidents or concerns regarding patient/ resident/service users to the person in charge • Actively encourage the participation of patients/ residents/ service users in their own care and promote as much independence as possible. • Transport/escort patients'/ residents/ service users within or outside the service area as necessary¹ or required by designated line manager or their delegate • Assist and support end of life care providing a quiet, comfortable, dignified, compassionate caring environment for patients'/ residents/ service users and to relatives/loved ones. • Assist with care of the deceased, preparation and transfer to the mortuary as required by line manager. • Assist with the appropriate storage and safe keeping of patient/ resident/ service users belonging in keeping with local policy • Transport medical records, specimens, medical gases, equipment, medicines, stores, etc. within or outside the service when necessary. • Be responsible for the general cleaning and disinfecting of patient/ resident/ service user equipment, wheelchairs, trolleys/beds, chairs or other ward/service equipment in keeping with national and locally agreed policies and standards. • Assist in the disposal of waste according to hospital policy. • Assist with the management of stocks and supplies. • Assist with general portering duties relevant to the specific ward/service setting² <p><u>Cleaning:</u></p> <p><i>The Multitask Attendant when assigned will:</i></p> <ul style="list-style-type: none"> • Be responsible for carrying out cleaning/household, laundry, waste management duties appropriate to the relevant area and duties assigned, in keeping with National and locally agreed policies and standards. <p><u>Catering:</u></p> <p><i>The Multitask Attendant when assigned will:</i></p>
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¹ As per service need and the needs of the patient/ resident/ services user , based on the following 3 considerations;

i. Compassionate Care

ii. As appropriate to care model & settings.

iii. Assist/shared responsibility of all staff involved in patient/ resident/ service user care (Agreed at the HCA Programme Oversight Group)

² In the absence of dedicated Portering staff , based on the following 3 considerations;

i. Compassionate Care

ii. As appropriate to care model & settings

iii. Assist/shared responsibility of all staff involved in patient/ resident/ service user care (Agreed at the HCA Programme Oversight Group)

- Be responsible for carrying out catering attendant duties appropriate to the relevant service/area assigned in keeping with National and locally agreed standards and procedures.
- Adhere to and complete all necessary mandatory training including HACCP training as required

Quality and Safety:

The Multitask Attendant will:

- Support the implementation of a quality standards and improvements initiatives
- Work within their own role, adhering to current legislation, policies, procedures, protocols and guidelines.
- Maintain the confidentiality of all information made available to him / her during his / her work
- Understand and adhere to all relevant policies ie. Health & Safety, Safety statements, Fire, Food Safety Standards, Infection Control Policies, Hygiene Standards, Waste Management policies, Manual Handling, risk management procedures and statutory obligations.
- Maintain a strict code of personal and general hygiene in the workplace and present for work wearing the agreed attire and identification in line with existing policies and procedures
- Carry assigned bleep/phone for role always assigned and be contact and when required depending on the area of work
- Report all complaints in line with service policy

Health & Safety including maintaining a safe environment:

The Multitask Attendant will:

- In accordance with Health and Safety at work policy, observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner.
- Adhere to local procedures reporting to and leaving duty
- Be aware of risks and minimise same where possible. Be aware of fire exists, keep exits free from obstruction, attend mandatory fire training and participate in fire drills.
- Conduct his / herself in a manner that ensures the safe care of patients/ residents/service users
- Only undertake any duty related to patient/ resident/ service user for which he/she is trained and advise relevant manager of any training needs.
- Attend to spillages when necessary, as quickly as possible to prevent accidents
- Report any accidents, near misses or incident which may compromise the health and safety of patient/ resident/ service user/ staff/ visitors to the Person in charge and take appropriate action in line with local policies and procedures.
- Report any broken or unsafe items, equipment faults that need repair and take them out of circulation as required in keeping with service policy
- Report any maintenance issues promptly in keeping with service policy
- Move or assist in moving equipment and or furniture as necessary and ensure all equipment is stored safely
- Be responsible for appropriate storage and cleaning of patient/ resident/ service user equipment on the ward/service area in keeping with local policy
- Assist in keeping service areas clean and tidy.
- Assist with waste, laundry ensuring agreed standards for the segregation, storage, transportation of waste and laundry are maintained in line with local and national policies.
- Attend to hygiene, disinfecting and cleaning of equipment or environment in keeping with local and national policies and guidelines.

Communication and Teamwork:

	<p>Effective communication is a core skill required by Multitask Attendant. These skills will be used to provide a caring service to the public in a courteous and effective manner.</p> <p><i>The Multitask Attendant will:</i></p> <ul style="list-style-type: none"> • Operate in accordance with the values of the HSE. These values include integrity and openness, respect and support, caring and loyalty to the organisation (Dignity at work Policy). • Deal courteously with patients/ residents/ services users, their family, with visitors, other healthcare workers and with anyone whom they come in to contact in the course of their duties. • Communicate effectively with all grades of staff and disciplines contributing to effective team working. Respect culture and diversity within the team. Strive to foster good working relationships within the team including handling conflict. Work effectively and cooperatively with colleagues in all disciplines. Develop and maintain good interpersonal relationships. • Participate in maintaining a physical environment that communicates peace, comfort and caring to patients'/ residents/ service users and their families. <p><u>Education & Training:</u></p> <p><i>The Multitask Attendant will:</i></p> <ul style="list-style-type: none"> • Attend induction and mandatory in-service training courses • As directed, participate in the induction of new staff • Participate in team-based development, education, training and learning. • Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager. <p><u>Administrative Duties:</u></p> <p><i>The Multitask Attendant will:</i></p> <ul style="list-style-type: none"> • Attend staff meetings and contribute constructively to the smooth running of the relevant service area as required. • As required update records in line with local policy relevant to the role assigned <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder will 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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must on the closing date:</p> <p>1. Professional Qualifications, Experience, etc</p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Possess the relevant QQI Further Education and Training (FETAC) Level 5 Certificate in Health Service Skills.</p> <p style="text-align: center;">Or</p> <p>(ii) FETAC Level 5 Certificate in Health Service Skills or Healthcare Support.</p> <p style="text-align: center;">Or</p> <p>(iii) A relevant healthcare qualification.</p> <p style="text-align: center;">Or</p> <p>Be currently employed an Attendant, Multi-Task or a comparable role and be willing to undertake a QQI/FET Level 5 programme in Health Service skills or equivalent.</p>

	<p style="text-align: center;">And</p> <p>(b) Candidates must have the personal competence and capacity to properly discharge the duties of the role.</p> <p>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.</p> <p>Character Candidates for and any person holding the office must be of good character.</p>
Post Specific Requirements	Demonstrate depth and breadth of experience as relevant to the role.
Other requirements specific to the post	This recruitment campaign is being undertaken to create panels for vacancies that may arise across a range of services including Primary Care, Older Persons Services (OPS), Mental Health Services (MHS), Intellectual Disability Services (IDS) and other care settings. Posts may involve residential, community-based, day service or client-facing roles. As the specific duties and work locations may vary depending on the position offered, any post-specific requirements will be confirmed at offer stage. Such requirements may include, but are not limited to, the need to travel in the course of duties, access to suitable transport, possession of a full driving licence, shift work, residential service requirements, or other operational requirements relevant to the post.
Additional eligibility requirements:	<p>Citizenship Requirements Eligible candidates must be:</p> <p>(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;">OR</p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>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.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p>
Skills, competencies and/or knowledge	<p>Demonstrates the following:</p> <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of knowledge of regulations including EHO, HIQA and HACCP regulations and the requirements in this role to adhere to same. • Demonstrate knowledge to carry out the duties and responsibilities of the role • Demonstrate knowledge in the area of healthcare • Demonstrate an ability to apply knowledge to best practice • Demonstrate a commitment to continuing professional development • Demonstrate ability to work under pressure • Demonstrate a commitment to assuring high standards and strive for a patient/ resident/ service user centred service • Understands the importance of hygiene practices <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of ability to plan work effectively and efficiently. • Demonstrate flexible approach – to working hours, rostering e.g. unsocial hours/shift work, night duty, on call, attitude to work • Demonstrates ability to manage deadlines and handle multiple tasks • Demonstrates evidence of time management and know how to prioritise workload

	<ul style="list-style-type: none"> • Reports, documents and records incidents and complies with local policy in relation to records, as appropriate. <p><u>Teamwork</u></p> <ul style="list-style-type: none"> • Demonstrate ability to work under direction or as part of a team. • Demonstrate motivation and an innovative approach to job. • Demonstrates respect to patients'/ residents/ service users and staff • Engages with Line Management & Colleagues to improve patient/ resident/ service user experience and outcomes Patient/ Resident/ Service user/Customer Focus • Demonstrates commitment to providing a quality service. • Demonstrate evidence of ability to empathise with and treat patients'/ residents/ service users, relatives and colleagues with dignity and respect. • Demonstrate motivation to fulfil the role and contribute to improving the service. • Demonstrate the ability to maintain confidentiality • Is aware of "Person centred care" and understand need to follow care plans <p><u>Resident/client/Customer Focus</u></p> <ul style="list-style-type: none"> • Demonstrates ability to work in a patient/customer focused environment • Demonstrates evidence of ability to empathise with and treat patients, babies, relatives and colleagues with dignity and respect. • Demonstrates an understanding of the diversity and cultural and ethnic needs of the service users. <p><u>Communication & Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Effective communication skills both verbal and written • Ability to present information in a clear and concise manner. • Strong interpersonal skills including the ability to build and maintain relationships with a variety of stakeholders; treats others with dignity and respect.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</p> <p>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.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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.</p>



	<p>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.</p> <p>Read more about the HSE's commitment to Diversity, Equality and Inclusion</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>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.</p> <p>Read the CPSA Code of Practice.</p>
<p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	



Multi-Task Attendant

Terms and Conditions of Employment

Tenure	<p>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.</p> <p>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.</p>
Working Week	<p>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.</p> <p>Hours will be confirmed at job offer stage.</p>
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	<p>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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>* Public Servants not affected by this legislation:</u></p> <p>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.</p> <p>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.</p>
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities.</p>

	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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service³, 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 procedures⁴. • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

³A template SSSS and guidelines are available on [writing your site or service safety statement](#).

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