Physiotherapy Assistant, Children's Disability Network Team
HSE Dublin South & Wicklow
Job Specification & Terms and Conditions

Job title, grade code	**Physiotherapy Assistant, Children's Disability Network Team / *Cúntóir Fisiteiripe, Foireann Líonra Míchumais do Leanaí*** *(Grade Code: 6503)*
Remuneration	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 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	**DSE882026**
Closing date	**Monday 23rd November 2026 no later than 12noon** ****We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made****
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	**HSE Dublin South & Wicklow/ Baile Átha Cliath Theas agus Cill Mhantáin** There is currently one permanent, part time (0.5 WTE) vacancy available in Children's Disability Network Team, Unit 10-11 Leopardstown Shopping Centre, Ballyogan Road, Leopardstown, Dublin 18, D18 XE4E. A panel may be formed as a result of this campaign for Physiotherapy Assistant, HSE Dublin South & Wicklow from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. It is anticipated that this panel will remain active for a period of one year only.
Informal enquiries	We welcome enquiries about the role. Khan Syfuzzaman, Children's Disability Network Manager Email: syfuzzaman.khan@hse.ie For enquiries relating to the recruitment process, please contact: Tiegan Barnaville, Campaign Lead Email: Tiegan.Barnaville@hse.ie
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Tiegan Barnaville, Campaign Lead Tiegan.Barnaville@hse.ie

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Details of service	The Children's Disability Network Team (CDNT 4) provides an interdisciplinary team and family centred service offering assessment, intervention and support to children (0-18) with complex needs and their families and ensure service delivery is evidence-based practice. The Physiotherapy Assistant will work as a member of an interdisciplinary CDNT with a defined caseload. CDNT is led by the Children's Disability Network Manager (CDNM) and comprises Clinicians specialising in Psychology, Social Work, Speech & Language Therapy (SLT), Occupational Therapy (OT), Clinical Nurse Specialist (CNS) and Physiotherapist (PT), Therapy and Health & Social Care Assistants and an administration Team. Given the interdisciplinary nature of our service, the post holder will have the opportunity to gain valuable experience collaborating with clinicians from various disciplines, enhancing relevant skill set with a diverse range of expertise. Please note more post specific information will be provided to candidates at the 'expression of interest' stage of the recruitment process.
Reporting relationship	The Physiotherapy Assistant will report to the CDNM and clinical supervision will be provided by a staff/senior Grade Physiotherapist or a nominated member of the CDNT4.
Key working relationships	- Children, young people and their families. - Full interdisciplinary team – including health and social care professionals, clerical officers, and other medical professionals. - Other stakeholders – Primary Care, Education Services, CAMHS, Acute Services etc.
Purpose of the post	The role includes clinical and administrative duties that support Physiotherapists and other clinical team members in providing a high-quality interdisciplinary service to children and young person and their families'
Principal duties and responsibilities	*The Physiotherapy Assistant will:* **<u>Clinical / Administrative</u>** • Manage own caseload in accordance with the needs of the post. • Work directly with clients under the direction of the Physiotherapist to provide intervention in both individual and group settings. • Collaborate with service users, family, carers and other staff in treatment / intervention planning and in the provision of support and advice. • Follow treatment plans as determined and delegated by the Physiotherapist including assisting in the provision of education and advice to clients on the use of enabling equipment. • Prepare resources for assessment / intervention, including clinic appointments, home visits and group interventions. • Carry out duties related to the planning, organization and maintenance of the physiotherapy programs and department as directed by the Physiotherapist. • Carry out generic programs and groups for service users to the specifications agreed with the Physiotherapist, either jointly with the Physiotherapist, independently and unaccompanied or in collaboration with appropriate other staff (following the direction and supervision of the Physiotherapist). • Prepare the environment for group or 1:1 interventions, according to patient need and therapeutic goals, as directed. • Liaise with other staff and agencies in the provision of therapeutic programs as directed multidisciplinary team. • Assist / provide care in line with each service users assessed care needs as set out in the care plan and under the guidance of the team e.g. mobility, functional activities such as bathing, dressing and toileting. • Arrange and carry out duties in a timely manner within settings appropriate to service user needs and in line with local policy / guidelines. • Carry out joint home assessments, follow-up home visits etc. with the Physiotherapist. • Communicate verbally and / or in writing results of treatment / intervention programs and recommendations to the team and relevant others in accordance with service policy.

	• Observe, report and take appropriate action on any matter which may be detrimental to service user's care or wellbeing or may inhibit the efficient provision of care. • Maintain clinical notes relating to clinical work in clients files in accordance with local service. • Maintain professional standards in relation to consent, confidentiality, ethics and legislation. **<u>Administrative</u>** • Carry out the administrative and clerical duties required to support the Physiotherapy staff and the Occupational Therapy department e.g. the scheduling of appointments. • Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the multidisciplinary team. • Maintain / clean equipment and treatment areas as requested. • Comply with department procedures with regard to the recommendation and provision of all assistive equipment / custom-made devices. • Maintain accurate records of client assessments and interventions. • Keep up-to-date statistics and other administrative records as required multidisciplinary team. • As part of the multidisciplinary team contribute to service planning and development. • Engage in IT developments as they apply to service user and service administration **<u>Education and Training</u>** • Attend induction and mandatory in-service education relevant to the role. • Participate in the induction of new staff as directed. • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. • Participate in team based development, education, training and learning **<u>Health & Safety</u>** • Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner. • Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms. • Do not undertake any duty related to service user case for which he/she is not trained. • 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 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. **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 him/her from time to time and to contribute to the development of the post while in office.**
Eligibility criteria **Qualifications and/ or experience**	**Candidates must have at the latest date of application:** **1. Statutory Registration, Professional Qualifications, Experience, etc** a. Eligible applicants will be those who on the closing date for the competition: (i) Possess a relevant* health skills QQI Level 5 qualification (formerly FETAC) having achieved the associated Level 5 minor awards in both Physiotherapy Assistant Theory

and Physiotherapy Assistant Practice at Level 5 on the National Framework of Qualifications (NFQ).

Or

(ii) Possess a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) and give an undertaking to successfully complete an approved programme leading to QQI Level 5 minor awards in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice within 1 year of taking up duty.

Or

(iii) Be currently employed as a Physiotherapy Assistant, Healthcare Assistant, Care Assistant, Attendant, Multi-Task Attendant or in a comparable role for at least 1 year and give an undertaking to acquire an appropriate healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) major award, having achieved the associated Level 5 minor awards in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice within 1 year of taking up post.

Or

(iv) Have completed the relevant QQI Level 5 minor awards in both Physiotherapy Assistant Theory and Physiotherapy Assistant Practice and give a commitment to successfully complete a QQI level 5 major award within 1 year of taking up post.

Or

(v) An equivalent qualification from another jurisdiction

And

b. Candidates must have the personal competence and capacity to properly discharge the duties of the role.

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.

**Note: With regard to Criterion (i), the listing below is considered relevant health skills QQI (formerly FETAC) Level 5* qualifications*
QQI Level 5 Healthcare Support
QQI Level 5 Nursing Studies
QQI Level 5 Community Care
QQI Level 5 Health Service Skills
QQI Level 5 Community Health Services

**(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules – Please note a Component Certificate will not suffice.) With regard to Criterion (ii), a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules / placements typically but not limited to qualifications in: Social Care Work, Nursing, Therapy Professions etc.*

Post specific requirements	• Demonstrate some knowledge in disability services as relevant to the role. • Knowledge of intellectual disability, physical & sensory disabilities and autistic spectrum disorders and their impact • An understanding of the interplay between physical, sensory and learning difficulties in intellectual disability, autistic spectrum disorder and physical & sensory disabilities across the lifespan • An understanding of the role of physiotherapy assistant in supporting children with in intellectual disability, autistic spectrum disorder and physical & sensory disabilities • An understanding of the role of the physiotherapy assistant in disability services in working with the person, their environment and the wider community • Awareness of and sensitivity to the impact of disability throughout the course of the person and their families engagement with the service.
Other requirements specific to the post	• Access to appropriate transport in order 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	**Professional Knowledge** • Demonstrates a good understanding of the role of a Physiotherapy Assistant. • Demonstrates an ability to understand and comply with health and safety requirements in work situations. • Demonstrate commitment to continuing professional development. • Demonstrate a willingness to engage and develop Information Technology skills, relevant to the role. **Planning and Organising Skills** • The ability to plan and organise effectively. • The ability to manage competing demands and prioritise. • Demonstrates good time management skills in carrying out both administrative and clinical duties, including the ability to prioritise effectively and manage competing demands. • Demonstrates the ability to take initiative and to be appropriately self-directed. **Teamworking / Building Effective Working Relationships** • Demonstrate effective team skills, shows respect for other team members. • Participates in and contributes to the team, strives to foster good working relationships within the team. • Works collaboratively with others, can be flexible within one's own role and responsibility. • Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises. **Commitment to providing a Quality Service** • Demonstrate a commitment to the delivery of a high quality and person centred service. • Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times.

	• Demonstrate awareness and ability to respect and maintain confidentially. • Demonstrate an interest in contributing to alternative methods / new ways of working to improve patient care. • Demonstrate flexibility and an openness to change, has a positive attitude towards change. **Evaluating Information and Judging Situations** • Reads situations quickly and responds appropriately; can find common ground and get co-operation with minimum upset. • Recognises and addresses potentially conflictual situations and diffuses them effectively. • Recognises and interprets an unsafe situation and takes appropriate action. • Demonstrate the ability to make effective decisions with regard to clients care. • Knows when to ask for help / when to ask another team member to intervene. **Communications & Interpersonal Skills** • Displays effective communication skills (verbal & written). • Tailors the communication method and the message to match the needs of the audience. • Acts with professionalism and demonstrates empathy with others in undignified / stressful situations, retains composure. • Demonstrates understanding and appropriate responses to clients with varying degrees of need. • Demonstrates the ability to communicate effectively with a wide range of people, particularly in listening, giving explanations / directions and in reporting back on observations.
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.
Staff Bank	We also have a DSE, HSE Staff Bank within our region where employees can choose a flexible work contract- Hours as Required, Indefinite Duration. The HSE Staff Bank gives you the opportunity to work shifts that fit around your lifestyle, providing greater control and flexibility over when, where and how often you work, while contributing to high-quality patient care and supporting services across the DSE. As a DSE/HSE Staff Bank employee, you can support services when they need it most, contribute to patient care across the health service, and enjoy the freedom to choose when and where you work. *Benefits of Joining the Staff Bank* <u>Boost Your Earnings</u> • Top up your income at your convenience • Receive applicable premium payments and allowances where eligible • Hours worked through the HSE Staff Bank count towards reckonable service for pension purposes, subject to scheme rules <u>Flexibility to suit your lifestyle</u> • Choose when you work • Select shifts that fit your lifestyle and commitments • Enjoy the freedom to increase or reduce your hours as needed Expand Your Experience • Choice of working across HSE services and Health Regions • Gain valuable experience in different healthcare settings • Support your career development and progression opportunities We welcome all enquiries in relation to the Staff Bank.

	Contact RecruitmentStaffBankDSE@hse.ie for further information about the service and the recruitment process.
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 part-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 **19.50** 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. .

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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/service[1], 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 procedures[2]. • 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.

[1] A 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.