Care Assistant (Intellectual Disability Services)
Cúntóir Cúraim (Seirbhísí (Míchumas Intleachtúil)
Integrated Health Area of Louth/Meath
Job Specification & Terms and Conditions

Job Title, Grade Code	Care Assistant (Intellectual Disability Services) Cúntóir Cúraim (Seirbhísí (Míchumas Intleachtúil) (**Grade Code**: 6482)
Remuneration	The salary scale for the post is: (01/06/2026) €34,881 - €36,034 - €37,602 - €38,122 - €38,965 - €40,603 - €42,362 - €42,976 - €44,504 - €45,647 - €46,578 - €47,624 - **€48,434 LSI** 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	LM2026-4985
Closing Date	Monday 30th November @ 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 Area (IHA) of Louth/Meath There is currently a number of vacancies available in Community Services in Louth/Meath. A panel may be formed as a result of this campaign for Care Assistant (Intellectual Disability Services) 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.
Informal Enquiries	We welcome enquiries about the role. Contact Eimear Rogers, Assistant Director of Nursing for Disability Services Eimear.Rogers@hse.ie for further information about the role. Contact paula.mccormack5@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 Louth/Meath Disability Service provides services to clients, both adult and children, with an intellectual disability and physical or sensory disability across respite care, residential services, Special schools and home support. There are currently a number of community based residential homes for Adults with varying degrees of Intellectual Disability, complex needs and behaviours of concern across Louth Meath Intellectual Disability Residential Services. The residential houses are managed locally by a Clinical Nurse Manager 2. The role of the Care Assistant in Louth Meath Intellectual Disability Residential & Respite Services is to provide holistic, person-centred care, promoting optimum independence and enhancing the quality of life for service users with intellectual, physical or sensory disability in all aspects of daily living. Person centred care is aligned with evidence based practice, including relevant Regulations, Standards and Guidance documents from the regulatory Authority HIQA.
Reporting Relationship	The Care Assistant will report to and work under the supervision and direction of a Clinical Nurse Manager (CNM) or NIC (Nurse in Charge).
Key Working Relationships	The post holder will report to the Clinical Nurse Manager 2 or designated officer. The post holder will be Accountable to the Assistant Director of Nursing and the Director of Nursing.
Purpose of the Post	The overall role and responsibility of the Care Assistant is to support the lives of individuals with an intellectual disability who access the intellectual disability services. This entails working as part of a multi-disciplinary team under the direction of nursing staff.
Principal Duties and Responsibilities	The primary role of the Care Assistant is to assist the nurse in the implementation of the care, as determined by the CNM or NIC Duties assigned to the Care Assistant will vary depending on the care setting. • To carry out assigned and delegated tasks involving direct and indirect care under the supervision of a CNM or NIC for example, assisting service users and residents with personal hygiene, dietary intake, physical and mental health. • Assisting the CNM or NIC in the provision of quality nursing service by promoting and adopting a philosophy of care within the service area. • Assisting the CNM or NIC in duties associated with the delivery of care and management of the Ward or Unit environment and other support duties as appropriate. • Engage the service user and residents in a personal and individual way and encourage socialisation and participation in meaningful activities. • Care Assistants should conduct themselves in a manner that conveys respect of the individual and ensures the provision of safe care.

- Ensure laundry and linen is managed in line with Local Policies and Guidelines.
- Respect service user and residents, their families and each other as individuals showing dignity, courtesy and professionalism at all times.
- Act as an advocate for service user, residents and their families.
- Contribute to the development of a multidisciplinary assessment and care plan and assist in its implementation and evaluation in consultation with the resident and family or carer as appropriate.
- Attend staff meetings and contribute constructively to the smooth running of the Ward or Unit.
- Contribute to the maintenance and updating of service user and resident documentation where applicable.
- Maintain the confidentiality of all information made available to them during the course of their work.
- To prepare meals or assist service users to prepare meals as required. Prepare for/ with residents, tea breaks, snacks, and drinks.
- Cleaning to a high standard all aspects of the clinical areas.
- Maintaining a clean and safe environment at all times.
- Accompany residents to therapies and or external appointments and on return to provide verbal feedback to the nurse on duty.

Health & Safety:
The Care Assistant will:

- Conduct themselves in a manner that conveys respect of the individual and ensures safe patient and resident care.
- Report any incident or potential incident to the CNM or NIC which may compromise the health and safety of service user, residents, staff or visitors and take appropriate action, including completion of incident forms, HACCP forms, and transport and maintain logs as appropriate.
- Not undertake any duty related to service user or resident care for which they are not trained or is outside their skill set.
- Understand and adhere to all HSE policies, guidelines and procedures.
- Apply precautions at all times to minimise the risks of cross infection, for example, clean up any spillages of bodily fluids.
- Ensure that all equipment is stored and cleaned correctly, and storage areas are kept clean and tidy.
- Report any breakage or malfunction of equipment to the CNM or NIC.
- Present to work wearing the agreed identification and adhere to the dress code of the Service having regard to the highest standard of attire and personal hygiene in accordance with the Dress Code Policy.

Education & Training:
The Care Assistant will:

- Attend induction and mandatory in-service education.
- Maintain continuous personal and participate in personal development inclusive of in-service education, mandatory training and learning.
- Develop and use reflective practice techniques as part of the multidisciplinary team.
- Participate in appraisal and the development of a personal development plan in conjunction with their line manager.

Administrative:
The Care Assistant will:

- Maintain and monitor appropriate levels of consumables supplies in the Ward or Unit under the direction of the CNM or NIC.
- Maintain appropriate records to facilitate the ordering process and enable cost monitoring in line with financial regulations.
- Answer the telephone, respond to queries, take messages and deal with queries as appropriate in a professional manner and in line with organisational policy.

	• Promote a culture that values diversity and respect in the workplace and which adheres to National and local policy. **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. Statutory Registration, Professional Qualifications, Experience, etc** a) Eligible applicants will be those who on the closing date for the competition: I. Hold a FETAC Level 5 qualification in Healthcare Support of which includes completion of the Intellectual Disability Studies Module and the Activities of Daily Living Module. **OR** II. Hold a QQI Level 5 qualification in Health Service Skills of which includes completion of the Intellectual Disability Studies Module and the Activities of Daily Living Module **OR** III. A relevant health care qualification equivalent to (i) or (ii) above **AND** b) Candidates must have the personal competence and capacity to properly discharge the duties of the role. **2. 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. **3. Character** Each candidate for and any person holding the office must be of good character.
Post Specific Requirements	Demonstrate your depth and breadth of working knowledge of The HIQA regulations and standards as relevant to the role.
Other requirements specific to the post	• This recruitment campaign is being undertaken to create a panel for vacancies that may arise across the Intellectual Disability Services (IDS). 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. • Working a flexible roster including unsocial hours, out of hours etc.
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	**Knowledge:** • Demonstrates good understanding of the philosophy and role of the Multidisciplinary Team within the Health Care Setting of Mental Health and Intellectual Disability. • Demonstrates knowledge of Infection Prevention Control as it pertains to your role. • Demonstrates knowledge of Health & Safety Legislation. **Communication and Interpersonal skills:** *The Care Assistant will:* • Demonstrates good communication skills. • Demonstrates good interpersonal skills. • Demonstrates ability to cope with stressful situations. • Demonstrates ability to undertake responsibility. • Demonstrates enthusiasm and interest. • Demonstrates ability to work as part of a multidisciplinary team. **Teamwork:** *The Care Assistant will:* • 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. **Planning and Organising:** *The Care Assistant will:* • Demonstrates good organisational ability with practical competence. • Demonstrates ability to plan and manage own time with supervision. **Quality & Patient Focus:** *The Care Assistant will:* • Demonstrates a commitment to develop, with training and supervision. • Demonstrates required skills to maintain a clean and tidy environment. • Demonstrates the ability to maintain confidentiality. • Demonstrates the ability to ensure that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration. • Demonstrates the ability to use sound practical judgement and decision making.
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.	

Care Assistant (Intellectual Disability Services)
Cúntóir Cúraim (Seirbhísí (Míchumas Intleachtúil)

Terms and Conditions of Employment

Tenure	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. Working hours will be confirmed at job offer stage.
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. 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/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 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 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.