Social Care Manager 3, Disability Services
Job Specification & Terms and Conditions

Job title, grade code	**Social Care Manager 3, Disability Services/ *Bainisteoir Cúraim Shóisialta 3, Seirbhísí Míchumais*** (Grade Code: 392X)
Remuneration	The salary scale for the post is 01/06/2026: €69,442 €70,932 €74,879 €76,404 €77,923 €79,459 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	**DSE852026**
Closing date	**Thursday 3rd December 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)	Interviews are due to take place Monday 14th December 2026. Please note that this date may be subject to change.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	**HSE Dublin & South East/ Bhaile Átha Cliath agus an Oirdheiscirt** A panel may be created for **Social Care Manager 3, Disability Services** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. Individual sites / location will be indicated at expression of interest stage to panel members for each individual job. There current vacancy is one permanent, whole-time vacancy available in HSE Dublin South & Wicklow, Primary Location Hawthorns Stillorgan. Secondary Location Bray Civic Centre (No travel time or payment applies to going from home to either base location) All applicants will be given the opportunity, at the time of application, to indicate an IHA preference area. • HSE Carlow Kilkenny and Tipperary South • HSE Waterford Wexford • HSE Dublin South and Wicklow Candidates successful at interview will be placed on the regional panel in order of merit. Where vacancies arise, posts will be expressed to the panel as follows: 1. **IHA Preference Area** Vacancies will initially be expressed to candidates who have selected the IHA preference area in which the vacancy arises, in order of merit. 2. **Regional Panel** Where a vacancy remains unfilled, an expression of interest will then be issued to the full regional panel, in order of merit, regardless of IHA preference

	Please note that your preference area cannot be changed once your application has been submitted.
Informal enquiries	We welcome enquiries about the role. Oluromade Olusa, Principal Social Worker Email: oluromade.olusa@hse.ie For enquiries relating to the recruitment process, please contact: Tiegan Barnaville, Recruitment 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
Details of service	The service is based within IHA Dublin and South East The Social Care Manager 3 • Will be responsible for providing oversight of the best care possible to adults under the Health Act 2007. The service provides care and support through assessment and care planning with the consent of the individual who may be living within designated or non-designated centres. • Ensure a person-centred service to adults with complex needs which include Autism/ Intellectual Disability to live to their optimum and integrate into the local community. • The service will evolve into a community team for adults with complex needs with Intellectual Disability and or autism with or without a mental health dual diagnosis • The team will be supported by the statutory services within Dublin South Wicklow area and be supported by an interdisciplinary team. • The Social care Manager will provide direct line management, supervision and leadership service in the assigned disability team in accordance with the service delivery model.
Reporting relationship	The post holder will report to the Assistant Director of Nursing / Director of Nursing. The Social Care Leader and Social Care workers will report to the Social Care Manager 2/ Social Care Manager 3
Key working relationships	The Social Care Manager will be part of the wider Disability Management Team within the RHA and will have a key role in developing services for adults within the community who need supported living. The Social Care Manager will have key relationships with case managers, senior nursing management, clinical nurse managers/practitioners, social work and the wider MDT & interdisciplinary Teams, families of the individuals they will support and internal and external agencies within the community.
Purpose of the post	The Social Care Manager 3 is the Person Participating in Management (PPIM) as per Health Information Quality Authority (HIQA) and has overall responsibility for the implementation and compliance with HIQA Regulations and standards. The Social Care Manager 3 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the service area. The main responsibilities are compliance, risk and incident management, quality assurance and improvement, resource management, staffing and staff development, practice development, facilitating communication and professional leadership.
Principal duties and responsibilities	*The Social Care Manager 3 will:* **Professional**

- Manage the service and support the service users to ensure the highest professional standards using an evidence based, care planning approach.
- Ensure the delivery of a high-quality service through the provision of strong professional leadership.
- Work within legislation and the policies, procedures, guidelines and protocols as laid down by the employer.
- 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.
- Contribute to the promotion, creation and maintenance of a welcoming, safe, caring, stable and therapeutic environment.
- Ensure that service users and their families are treated with dignity and respect, promoting a culture of unconditional positive regard at all times.
- Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by staff in designated area(s).
- Work as part of the multidisciplinary team in providing assessment and appropriate interventions to service users and their families.
- Accept any responsibilities in relation to service users as agreed within the multi-disciplinary team and undertake individual and group work as required.
- Plan, implement and evaluate care plans, as part of a multi-disciplinary team, ensuring the written and verbal reporting of general and individual treatment programmes.
- Recognise service users as expert through experience, promoting their participation in care planning, decision-making and service delivery.
- Develop an understanding of how previous life experiences affect service users and incorporate this into practice.
- Work in partnership with the parent, family, and other agencies on behalf of the service user.
- Attend meetings, case conferences etc. as required.
- Work as a key worker for the service user as required.
- Attend court if required.
- In consultation with the various Heads of Discipline, implement and assess quality management programmes.
- Participate in clinical audit, initiate and participate in research studies as appropriate.
- Ensure clinical records are maintained to the required standard and that appropriate statistical information is provided.
- Seek the advice of relevant personnel as required.

Education, Training & Professional Development

- Undertake ongoing professional training and development.
- Take an active role in supervision in accordance with the local / national supervision policy. Supervise Social Care Worker staff as appropriate.
- Engage in reflective and evidence-based practice.
- Participate in the identification, development and delivery of induction, education, training and development programmes for staff.
- Engage in performance review processes including personal development planning.
- Provide guidance and education for work experience students.
- Keep abreast of legislation and professional developments in social care and mental health.
- Keep up to date with organisational developments within the Irish Health Service.

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 / be committed to managing own work / life balance.
- Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice.
- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.

	• Observe, report and take appropriate action on any matter which may be detrimental to staff and / or service user care or wellbeing / may be inhibiting the efficient provision of care. • Document appropriately and report any near misses, hazards, accidents, incidents or concerns and bring them to the attention of designated individual(s) in line with best practice. • Be aware of risk management issues, identify risks and take appropriate action. • Be familiar with emergency procedures and know who to contact in an emergency. • 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 & Administration</u>** • Contribute to the ongoing development of the service in keeping with good practice and HSE objectives. • Contribute to the service planning process; recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future. • Contribute to the development of reports including annual reports, performance indicators etc. as required. • Assist in the administration and day-to-day operation of the service. • Provide leadership and inspire motivation to optimise service delivery e.g. by developing teams and promoting change management. • Promote a culture that values diversity and respect. • Ensure compliance with and implement HR policies, procedures, and guidelines. • Be responsible for the probationary appraisal of staff and the completion of probationary appraisal reports as required. Make appropriate recommendations regarding whether employees' standard of work during probation is satisfactory and whether appointments should be confirmed. • Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways. • Maintain and ensure 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. • Effectively manage the budget allocation. • Deputise for management as required. • Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT. **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**	**Statutory Registration, Professional Qualifications, Experience, etc.** (a) Eligible applicants will be those who on the closing date for the competition: (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: https://www.coru.ie/health-and-social-care-professionals/education/approved-qualifications/social-care-workers/ **(see note 2 below*)** OR (ii) Have a schedule 3 qualification.

	See list of recognised Schedule 3 qualifications at: https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/approved-qualifications/schedule-3-qualifications/schedule-3-qualifications.html **(see note 1& 2 below*)** OR (iii) Have a comparable qualification recognised by Social Care Workers Registration Board at CORU OR (iv) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, **(see note 3 below*),** must submit proof of application for registration with the Social Care Workers Registration Board at CORU. The acceptable proof is correspondence from the Social Care Workers Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th November 2025. OR (v) 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. AND (vi) A minimum of 5 years' experience as relevant to the role. (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 **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 the annual Patient Safety Assurance Certificate (PSAC). **Note 1* Schedule 3 Qualifications.** This is a qualification listed in Schedule 3 of the Health and Social Care Professions Act 2005 for existing practitioners under section 91.Candidates who hold Schedule 3 qualifications can apply to register with CORU during the two year period after the register opens up to the 30th November 2025. Once the transitional period is over -30th November 2025, only qualifications approved by the Registration Board will be considered. **Note 2*** If your qualifications are not listed within criterion (i) and (ii) please contact CORU socialcare.workers@coru.ie **Note 3*** Under the Health and Social Care Professionals Act 2005 candidates are considered Section 91 applicants if they qualified before 30th 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 opened on 30th November 2023 **Health** A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character** Each candidate for and any person holding the office must be of good character.
Post specific requirements	• Have experience and knowledge in working within a Trauma Informed Practice and understand the challenges this may pose and respond to fast changing environments • Lead and coordinate a team of different disciplines and provide a supportive work environments within the community and residential services • Build relationships with external and internal agencies to provide holistic, person-centred care that promotes building of trust and safety for service users and families

	• Understands the Assistant Decision-Making Capacity Act and how this relates to social care and the service user's choice and free will in relation to accessing and services • Must be able to liaise with families and complex family situations and support the staff in working with families
Other requirements specific to the post	• have access to appropriate transport to fulfil the requirements of the role • participate in an on-call rota • travel between sites in residential and community settings
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 / Experience** Demonstrates: • Sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role • An understanding of theory and practice in the delivery of care to the client group. • Sufficient 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 (Care and support of residents in designated centres for persons (Children and Adults with Disabilities) Regulations 2013 S.I. No 367 of 2013, HIQA standards and requirements as related to the function of the role). • An ability to apply knowledge to best practice. • Ability to utilise supervision effectively. • A willingness to develop IT skills relevant to the role. • Commitment to continuing professional development. **Planning and Managing Resources** • Aligns service delivery with the strategy of the organisation. • Sets and communicates the strategic priorities for the function each year. • Develops service plans that aim to anticipate the changing needs of service users and harness developing professional practice. • Demonstrates the capacity to plan and deliver care in an effective and resourceful manner within a model of person-centred care. • Regularly quantifies and evaluates activities against service plans (including value-for-money audit) and takes timely action to correct potential difficulties **Managing & Developing (Self & Others)** • Demonstrates leadership and team management skills and the ability to work as part of a multidisciplinary team • Articulates a compelling vision for the role and contribution of each team member to the service. • Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. • Creates an enthusiastic and committed work climate.

	• Takes the lead on standards setting and implementation; leads and manages change. **Evaluating Information and Judging Situations** • Demonstrates the ability to adopt a system overview. • Adopts a proactive forward-planning approach to service delivery in consultation with relevant stakeholders. • Looks ahead and anticipates substantive issues. • Demonstrates the ability to evaluate information and make effective decisions especially with regard to service user care. **Commitment to Providing a Quality Service** • Demonstrates a commitment to assuring high standards and strives for a user centred service. • Demonstrates initiative and innovation in identifying areas for service improvement. • Displays an appreciation of the service user as expert through experience including promoting the role of service user in care planning, decision-making and service development. • Demonstrates flexibility and openness to change. **Communication & Interpersonal Skills** • Displays effective interpersonal and communication (verbal and written) skills • Works collaboratively with multiple stakeholders in understanding and establishing expectations and desired outcomes. • Demonstrates skills in mediation, conciliation and advocacy and the ability to collaborate with colleagues, families, etc. • Demonstrates the ability to empathise with and treat others with dignity and respect.
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* Boost Your Earnings • 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 Flexibility to suit your lifestyle • 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.	

Social Care Manager3, Disability Services
HSE Dublin & South East
Terms and conditions of employment

Tenure	The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working week	The standard weekly working hours of attendance for your grade are **39** hours per week. Your normal weekly working hours are **39** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.
Annual leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. *** Public Servants not affected by this legislation:** Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of children guidance and legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are

	a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources. .
Infection control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/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.